



STUDENT HANDBOOK
of
THE COLLEGE of WILLIAM and MARY

ADMINISTRATIVE OFFICERS

TITLE	OFFICER	OFFICE LOCATION	PHONE NO.
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Vice President Academic Affairs	George R. Healy	Brafferton	217
Vice President Business Affairs	William J. Carter	James Blair Hall	211
Vice President College Development	Warren Heemann	Ewell Hall	519
Dean, Faculty of Arts and Sciences	Jack D. Edwards	James Blair Hall	243
Associate Dean, Faculty of Arts and Sciences	David E. Kranbuehl	James Blair Hall	681
Graduate Deans: Faculty of Arts and Sciences	John E. Selby	Morton Hall	329
School of Education	James M. Yankovich	Jones Hall	291
School of Law	James P. Whyte	Marshall-Wythe	304
School of Business	Charles L. Quittmeyer	Jones Hall	278
Dean, Undergraduate Program	James C. Livingston	James Blair Hall	246
Dean of Students	W. Samuel Sadler	James Blair Hall	387
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Asst. Dean of Students, Residence Hall Life	Lori T. Cornette	James Blair Hall	319
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Asso. Dir., Campus Center, Director, Stud. Activities	Kenneth E. Smith, Jr.	Campus Center	557
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Director, Summer Session	Paul N. Clem	James Blair Hall	238
Director, Security	Harvey P. Gunson	Security Office	550
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SECURITY POLICE: 550, 596, 597, or 229-2775

CITY FIRE DEPARTMENT: 229-1313, or call

Ext. 367

**STUDENT HEALTH CENTER: Ext. 386 or
229-2793**

ESCORT: 550, 596, 597, or 229-2775

RESCUE SQUAD: 229-1313



***SERVICES**

***ORGANIZATIONS**

***POLICIES**

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of
THE COLLEGE of WILLIAM and MARY

WILLIAMSBURG, VA. 23185

INTRODUCTION

This handbook is an attempt to make William and Mary more meaningful to students. In one place, we've attempted to gather together a complete listing of the services, policies, procedures, organizations, regulations and opportunities which affect the student members of the community in the hope that this will make each of you more aware of the options and choices available as well as to make life on the campus simpler.

July, 1975

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HISTORY

While this booklet is a statement of William and Mary as it is, you might like to know a little about what the College has been and how it achieved its present status. After all, you are a part of an academic tradition that is over 280 years old. Obviously, we can't trace the College's entire history here, but there are several facts which are especially important:

**The College of William and Mary in Virginia was chartered in 1693 by King William III and Queen Mary II and is the second oldest institution of higher learning in the United States.

**The Sir Christopher Wren Building is the oldest academic building in continuous classroom use in America.

**The roll call of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe, and John Tyler; (George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor); sixteen members of the Continental Congress; 4 signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members and ministers to foreign governments.

**While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he

added chairs of modern language and constitutional law (both firsts in America) and the College adopted the nation's first elective system of study and first honor system. Likewise, in 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity, and in 1781, by uniting the faculties of law, medicine and the arts, the College became America's first true university.

**The College suspended operations during the Civil War and again in 1881 when its resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term.

**In 1906, the Commonwealth of Virginia purchased the College and made it a part of the State system of higher education.

**In 1918, the College became coeducational, much to the sorrow of the class of 1918, whose members said in the *Colonial Echo* of that year: "We deeply regret to imprint upon the pages of our history the melancholy fact that we are the last class to graduate from this old college before it is defiled by coeducation."

**After a period of steady growth the College gave birth to four new Colleges, three of which have become four-year institutions in urban areas of Virginia. These Colleges were Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of

William and Mary, now Old Dominion University; Christopher Newport College and Richard Bland College.

Today William and Mary, still a moderate-sized university, is primarily an undergraduate institution with 24 departments in the Faculty of Arts and Sciences and Schools of Business Administration, Education, Law and Marine Science. There are concentrations in 25 areas and an interdisciplinary major for the

bachelor's degree, 17 for the master's and 4 for the doctorate. It is an institution which, in the words of its 24th President, Dr. Thomas A. Graves, Jr., is "a College community, small enough to provide for a set of relationships that allows true teaching and learning to take place, large enough to have the resources to strive towards excellence." After nearly three centuries of existence, the College remains a place of "universal study" dedicated to the concept of educating the whole individual.



ACADEMICS

The Undergraduate Program

Academics are central to life at William and Mary; for this reason, they are the first major topic in this booklet. What follows is a discussion of some of the major academic features and procedures in existence at William and Mary. This discussion is not inclusive of all of the academic rules and policies; rather, the *Catalog* must be considered the authoritative document on the subject. We've tried to be helpful but, to be absolutely certain, consult the *Catalog*. Don't just take our word for it.

Because there's so much to say about academics, perhaps it's best to start at the beginning--to give you an idea of "services" offered, requirements and options available. You'll be told that William and Mary students are among the nation's best; that's partly public relations and partly true. Most of the students here graduated in the upper percentile ranks of their senior classes, most have high college boards, and many have participated in a multiplicity of extracurricular activities. However, not all William and Mary students can be pegged into these holes, and even those who can are not all alike. It's this difference which makes life at the College interesting but which also renders describing academics a complicated process. Academic choices are personal matters and it's highly impractical and extremely unwise to attempt to prescribe a set pattern for everyone.

At William and Mary the approach to education is fairly traditional with papers, final exams, grades and a mixture of lectures, quizzes and seminars. But there are options available also: options which enable an

individual to have greater flexibility in academic life. The concerned student, by fully utilizing the opportunities presented, can build an academic career which best suits your own personality and interests, while, at the same time, exploring new avenues of educational challenge. You can obtain a more interesting and valuable educational experience by exercising the options you have within the current curriculum.

Educational Options

Asia House: Asia House is a coeducational residence for thirty-three undergraduates who have a special interest in the study of Asia. Requirement for residence is a strong interest in Asia, usually indicated by involvement in the academic study of some aspect of Asian culture. The Resident Director, who is a specialist in Asian studies, assists the students in planning a series of programs and activities concerned with all aspects of Oriental life, including art, music, politics, history, religion and the culinary arts.

Project PLUS: An academic and residential program, Project PLUS consists of 84 students living in the Project PLUS residence hall and taking part of their academic work together under faculty who teach in the residence itself. The program has a student composition of approximately 42 sophomores, 21 juniors, and 21 seniors. It is coeducational, enrolling 42 women and 42 men. Every student registers each semester for a tutorial and the forum, which carry four hours of elective academic credit. The tutorial and forum, conceived as a

combined and integrated whole, address themselves to different aspects of the central theme. For further information, contact Dr. Carlyle Beyer.

Language Houses: The College of William and Mary offers a novel cultural and educational experience by providing an in-depth coeducational residential program for the study of foreign languages. The language house program, under the guidance of the faculty of the Modern Language Department, consists of three distinct residence halls with intensive exposure to French, German, and Spanish language and culture. Each language unit contains approximately 42 students and is staffed by one foreign national Resident Advisor. Participation is open to all interested and qualified students, including non-language majors. For further information, contact the Department of Modern Languages.

Foreign Study: William and Mary participates in several foreign study programs which enable interested students to spend a semester or year abroad. Students may elect to study at the University of Exeter in England, at St. Andrews in Scotland, at Montpellier in France, at the University of Munster in Germany, or for a summer at Cambridge University in England. In addition, the Drapers' Scholarship for study at a British university of the recipient's choice is awarded annually to two William and Mary students.

For information about foreign study, contact Dean Albert, Dean Livingston, or Professor Cecil McCulley and refer to brochure, *Explore Educational Experience Abroad*.

Undergraduate Faculty Advisors: Upon entering the College, you will be assigned an advisor who presumably was chosen for you (and 15 others) because of your special interests. Your advisor should explain the College's requirements to you, answering any questions you may have, and help you make some choices about the courses you wish to take. Since there are distribution and proficiency requirements, the options for freshmen will be more limited than those of upperclassmen. However, the requirements themselves are internally flexible--i.e., you are not required to take particular courses within each area--and thus provide you the opportunity to experiment within and across disciplines. In addition, the freshman colloquia can be, and often are, unique and exciting educational experiences.

Your advisor may also help you make some tentative plans for the next two or four years of your life, "but" *there's absolutely no commitment to these tentative plans*. Especially, don't feel bad if you don't know what you're going to do. Remember, too, that the advisor's role is simply that: to advise, not to dictate.

If you, for any reason, wish to change advisors, contact the Associate Dean of the Faculty. Remember, however, that you will be assigned a new advisor when you declare your area of concentration (major). so you may just want to wait until that time to change.

Ideally, your advisor should be someone whom you get to know well during your freshman year. Unfortunately, though, advisor-advisee contact is often very limited, but don't despair--there are

other individuals to whom you can turn for advice. Many faculty members really believe that the College is a unique community in which all members--regardless of their roles--share in a learning and growing experience. If you seek these people out, you'll find them to be very sympathetic, concerned, empathetic and/or helpful.

Special Advisors: Special Advisors have been appointed to supplement the more specialized academic advising which is the responsibility of the Faculty Advisors. The Special Advisors will assist students who have interest in and questions relating to particular professional careers and/or graduate fellowships. Students uncertain of a career choice and options available to them and desiring counsel should contact the Director of Career Counseling in James Blair Hall. Students wishing assistance in obtaining non-teaching employment after leaving the College should contact the Director of Corporate Relations and Placement in Morton Hall.

Architecture: Wright B. Houghland, Department of Fine Arts.

Business School or Business Opportunities: James E. Smith, School of Business Administration.

Danforth Fellowships: Professor John Moore, Department of Modern Languages.

Drapers, Exeter and St. Andrews Scholarships: Professor Cecil McCulley, Department of English.

Education - Remedial Education: Professors Robert Bloom, Louis Messier, Douglas Prillaman School, *College and Career Counseling:* Professors Fred Adair, Charles Matthews, *School and Higher*

Education Administration: Professors Daniel Gerber, Robert Maidment. *Educational and School Psychology:* Professor John Lavach.

Engineering: Professor Hans Von Baeyer, Department of Physics.

Foreign Service: Professor George Grayson, Department of Government.

Foreign Study: Dean Susan Albert.

Foreign Student Advisor: Dean Susan Albert.

Fulbright Scholarships: Professor Gary Smith, Department of Modern Languages.

Forestry: Professor Mitchell Byrd, Department of Biology.

Health-related Professions: Professor Wayne Kernodle, Department of Sociology.

Journalism: Professor Scott Donaldson, Department of English.

Landscape Architecture: Frederick L. Belden, Colonial Williamsburg Foundation.

Law: Professors Bruce Rigelman, Richard Damon, Alan Fuchs, Kelly Shaver, James Thompson, John Willis, Jr.

Library Science: Mary Lou Cobb, Swem Library.

Medicine: Professor Mitchell Byrd, Department of Biology; Professor Randolph A. Coleman, Department of Chemistry.

Ministry: The Reverend Thomas Mainor, Campus Ministries United.

Marshall and Rhodes Scholarships: Professor Carlyle Beyer, Department of History.

Museum and Curator's Professions: Graham Hood, Colonial Williamsburg Foundation.

Peace Corps and Vista: Kenneth E. Smith, Jr., Campus Center.

Publishing: Professor Thomas Finn, Department of Religion.

Public Administration: Professor William Morrow, Department of Government.

Veterinary Medicine: Professor Mitchell Byrd, Department of Biology.

Transfer Advisors: Transfer students are assigned a transfer advisor who should assist you in plotting the remainder of your academic career and in straightening out any problems with transfer credits. As soon as you declare a major, you will be assigned an advisor within your area of concentration.

NOTE: All students must declare their concentration at W&M. Thus, even if you've declared your major previously at another school, you must re-declare it here. In addition, if you transfer into W & M as a junior (i.e., with 54 credits), you must immediately declare your major, even if you haven't done so at your previous college. (Again, you are not bound by your declaration of concentration . . . you can change it later--until registration for the second semester of your senior year.)

Academic Requirements

The information here is partial and is meant only to bring your attention to several of the more important facets of the curriculum. For details refer to the section of the College Catalog entitled "Requirements for Degrees and Academic Regulations."

Normal Load: A degree candidate may register for a minimum of 12 academic hours and a maximum of 18, excluding required Physical Education courses. Special permission to take less than 12 hours or more than 18 may be requested through the Committee on Academic Status. The necessary forms are found in the Office of the Dean of Students.

Minimum Academic Requirements:
See *Catalog*.

Reporting of Grades: In accordance with the provisions of the "Statement of Rights and Responsibilities," student grades will *not* be sent to home addresses or parents' unless the student indicates in writing that the grades are to be mailed home. The appropriate cards for notification of this desire are in the Dean of Students' office. Be sure to fill one out if you want your grades sent home--this applies to both semesters (you only need to fill the card out once a year).

Grading System: See *Catalog*.

Absence From Final Examinations: Prior arrangement for absence from a final examination for reasons of illness or other good grounds must be made with Dean Albert (in the case of freshmen and first-year transfer students) or with Dean Sadler (in the case of upperclass students). Permission to take a deferred examination must be obtained *in writing* from these same offices. Individual faculty members may not grant permission for a student to take an exam at a time other than the scheduled date.

Absence From Tests; Late Papers; Deferred Grades: Students are given deferred tests (other than final exams), are allowed to turn in late papers, and/or are given deferred grades at the discretion of the individual faculty members.

Area and Sequence Requirements:
See *Catalog*.

Proficiency Requirements: See *Catalog*.

Registration: In the spring of each year, rising juniors and seniors pre-register for the fall term of the following year. Pre-registration must be completed in the department of the student's concentration.

Interdisciplinary majors pre-register with the Interdisciplinary Advisor. Prior to the end of first semester, juniors and seniors pre-register for the spring term. Freshmen and sophomores register for classes at the beginning of each term.

Some courses, inevitably, will be "closed-out" (i.e., filled) before you are allowed to register or are able to complete your registration. During pre-registration, priority is given to senior concentrators, senior non-concentrators, junior concentrators, and junior non-concentrators, respectively. During regular registration, courses are filled on a first-come, first-serve basis. If you are unable to get into a course you have selected, register for something else you would like. Chances are good that you'll be able to add your original preference during "add-drop" but, if not, you wouldn't want to be stuck with courses you don't wish to take. If all else fails, make a special request of the professor to allow you into the particular course.

If, for some reason, you are closed out of a course or course section which your instructor has previously said that you were enrolled in (such as the 102 section of a 101 course you took the previous semester), see the professor just as soon as possible. More than likely, you can be reinstated in the class. If the professor is not at registration, register for another section of the course or another course, in case you can't get back into your section.

Note: The above is true of 100 and 200 level courses but not 300 and 400 levels.

Add-Drop: During the first two weeks of classes students may change their registration by adding or

dropping courses without special permission. For two additional weeks (second to fourth week of classes) students may drop a course (providing their course load is not reduced below 12 academic hours) but will receive the designation "W" for the course(s) dropped. Between the end of the fourth week of classes and the last day of classes the designation "W" is given for any course which the student drops while passing (assuming a 12 hour load after the drop) and the grade of "F" is awarded for any course dropped when the instructor indicates that the student's work in the course is less than satisfactory. For medical or other extenuating circumstances, a request for exception to this regulation may be made to the Committee on Academic Status through Dean Sadler's office.

In order to add or drop courses, pick up the appropriate card in the Registrar's Office and follow the instructions for add-drop as printed on the card. After completing this card and obtaining the required signatures, there is a second form which you will be required to fill out in the Registrar's Office. You will be given a copy of this second form, which you should save, as proof at some later date, should you need it, that you did comply with the necessary procedures.

Remember that you cannot take less than 12 hours without the special permission of the Committee on Academic Status. *Don't drop below 12 hours!*

Declaration of Concentration: At the end of the sophomore year, a student must declare a major. To do so, you need to fill out the necessary forms in Dean Moseley's Office. The secretaries can give you any assistance you may need.

Most departments require that you

complete from 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. The chairperson of the department is automatically listed as your advisor when you declare your major and will explain the requirements of the department to you. For further information, check the *Catalog*.

The procedure for declaring an interdisciplinary major is basically the same as above; however, your declaration of a major will not be considered final until your topic and plan has been approved by the Interdisciplinary Committee. It is recommended that you see the Interdisciplinary Advisor as soon as you have an idea for a major.

Change of Concentration: To change concentrations, fill out the necessary forms in Dean Moseley's Office. A student cannot change concentration after registration for the second semester of the senior year.

Declaration Of Candidacy For A Degree: Sometime between the second semester of your junior year and the beginning of the second semester of your senior year, you must file a Declaration of Candidacy for a Degree. Check with the Registrar's office for details.

Degrees: Undergraduate students may earn a Bachelor of Arts, a Bachelor of Science, or a Bachelor of Business Administration degree. Refer to the *Catalog* for details.

Transcripts: The Registrar's Office is responsible for forwarding your transcripts to any place you request. The initial transcript is free; any additional transcripts cost \$2 each. Your transcripts should be forwarded within ten days of your request and you will receive a letter notifying you

that they have been sent. If you do not receive such a letter within ten days, check back with the Registrar's Office.

Grade Review: If you think you are dealt with unfairly in terms of grades in a course, speak with the professor first. If the explanation does not satisfy you, talk with the chairperson of the department.

Withdrawal from College: If you wish to withdraw from College during the academic session you must file notice with the Dean of Students, who will certify that you have officially withdrawn. Failure to notify Dean Sadler results in the notation "Withdrew Unofficially" on your record. This will present problems later, especially if you try to re-enroll at William and Mary; moreover, you will not be given any refunds.

Transferring Out; Non-Returning Students: Students who plan to leave William and Mary to transfer to another school or for any other reason must file a *WILL NOT RETURN* form in Dean Sadler's Office.

The Committee on Academic Status: The Committee on Academic Status determines whether or not students have completed the requirements necessary to remain in good standing at the College. Students who fail to acquire the number of credits necessary at the end of each semester may be required to withdraw or be placed on academic probation. The student has the right to appeal to the Committee on Academic Status for a reversal of its original decision.

Students required to withdraw from the College for academic deficiencies are not automatically eligible for readmission at a later date. The Office of Admissions will not accept an application for readmission from a student who has been required

to withdraw until that student has first been reinstated to good standing by the Committee on Academic Status.

A student who is asked to withdraw in June or August is eligible to apply to the Committee the following November for reinstatement and for readmission in February. A student who is asked to withdraw in February is eligible to apply the following April for reinstatement and for readmission in September. After a student is reinstated, an application for readmission must be filed with the Office of Admission. Ordinarily, the Committee on Academic Status will not grant a request for reinstatement to any student who has been required to withdraw more than once due to academic deficiencies. Students are not permitted to apply any credits taken at other institutions toward a William and Mary degree as long as they are not in good standing at the College.

Students must also petition the Committee on Academic Status for the following:

permission to take overloads or underloads

permission for dropping courses without grade designation (i.e., "W" or "F")

permission to drop a course when the drop would result in a course load of less than 12 hours

permission to add a course after the ADD-DROP deadline.

Petitions and appeals to the Academic Status Committee are handled through the Dean of Students' office.

The Committee on Degrees: Students requesting exemption from any of the requirements for a degree or those who wish an adjustment in the degree requirements must petition the Degrees' Committee. See the Dean

of the Faculty of Arts and Sciences. (Business students--see the Dean of the School of Business Administration).

Transfer Credits: (see, also, Transfer Advisors) The Associate Dean of the Faculty of Arts and Sciences works closely with transfer students in determining which courses taken at other institutions are transferrable to William and Mary. Any student *not* satisfied with the decision of the Associate Dean of the Faculty can appeal that decision to the Committee on Degrees. No final decision on transfer credits is made prior to the matriculation of the student into the College. For further information, contact Dean Kranbuehl and refer to the *Catalog*.

Summer School: William and Mary conducts a summer school program, consisting of 2 five-week sessions. Normally, students cannot take more than 6 academic hours per session; however, exceptions are made in special cases.

Summer session catalogs are published in March of each year and in addition to the Office of Summer Session, are available from other campus locations, including the Dean of Students Office, the College Switchboard and the Campus Center.

For further information, contact Dr. Clem.

Summer Work At Other Institutions: William and Mary students who wish to receive credit for courses taken at another college (other than those colleges with which William and Mary participates in exchange programs or special educational programs) must request approval of such study from the Associate Dean of the Faculty of Arts and Sciences *prior* to enrolling in the other institution. In addition, only elective courses or those courses not necessary for completion

of degree requirements are transferrable.

Courses not taught at William and Mary but sufficiently similar to those taught or courses which would carry academic credit if they were taught here can generally be transferred to W&M. It is wise to check with the William and Mary department in which you are seeking transfer credit as well as with Dean Kranbuehl.

Evening College: The College's program of evening courses is intended primarily to enable the residents of Tidewater communities to earn credits which might be applied toward a degree at William and Mary or transferred to other institutions.

Students wishing to take courses in the Evening College must have the prior approval of the Associate Dean of the Faculty of Arts and Sciences.

Special Programs: The Office of Special Programs develops and administers a variety of adult education courses, some of them experimental and innovative. The Office is located at the Virginia Associated Research Campus in Newport News and serves adults, including current William and Mary students, in the Williamsburg-Tidewater area.

For further information, contact Carson Barnes, Director of Special Programs.



RESIDENTIAL

Jack Morgan and Lori Cornette, Deans in the Office of Residence Hall Life, and John Hodges, the Director of College Residences, work closely on concerns related to student residences. While Mr. Hodges has primary responsibilities for physical and fiscal matters (including those related to the condition of the halls, their upkeep, and the purchase of new or replacement furnishings), the Office of Residence Hall Life also has an interest in the students' living environment. Questions concerning room assignments, residence hall student staff, residence hall government, and residence hall programs should be directed either to Jack Morgan or Lori Cornette.

Painting Rooms

If you wish the College to paint your room, file a Work Request with the Residence Hall Staff. Rooms are normally painted once every three years but may be painted more frequently *if necessary*.

If you prefer to paint your room with your own paint, you must secure the prior written approval of the Director of College Residences. Failure to do so will result in an assessment of a fine against your room damage account.

Lottery Room Selection

Undergraduates: Upperclass students who pay the room deposit by the designated deadline are assigned room with the roommate of their choice on the basis of a lottery. The lottery, conducted in the spring of each year, determines the order of room selection.

Freshman room assignments are made during the summer on the basis

of a survey. The intent of the survey is to determine the interests and compatibility of individuals.

Graduates: Graduate housing on campus is very limited. Graduate students who wish to secure College housing must apply at the Office of Residence Hall Life. Those graduate students who have paid the \$50 deposit by the designated deadline have priority. All others are placed on a waiting list. (The Office of Residence Hall Life also maintains a list of off-campus housing.)

Laundry

Most of the residence halls, except Tyler and the sorority houses, are equipped with coin-operated washers and dryers. The laundry facilities in the basement of the College apartments serve Sorority Court. In addition, the new college laundromat in Taliaferro Hall is very convenient to Tyler residents and commuting students. Laundry facilities are open to all students, regardless of their place of residence.

Storage In Residence Halls

You may store personal belongings in the storage areas of residence halls during the summer and the academic year. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items *must* be in trunks or locked metal containers. The College will discard any items not stored in this manner.

Note: Storage is at your own risk. The College is not responsible for anything stolen or damaged; therefore, be sure that everything you store is locked.

Furnishings And Decorations

The College provides you with a bed (and a bedboard, if you request

one), closet, desk, chair, and some sort of chest of drawers or dresser. After that, you're on your own. See the *Residence Hall Contract* for provisions regarding nail holes and tape on walls. You provide you own curtains, bed linens, towels, shower curtains (in private or suite baths), and additional furniture you may desire or need (i.e., bookcases, lamps, rugs, extra chairs, etc.).

Changing Rooms or Roommates

If you feel that you would like to change rooms or roommates at any time during the year or between sessions, you *must* see the Deans in the Office of Residence Hall Life. Changing rooms or roommates without the approval of Residence Hall Life results in a \$25.00 fine.

Repairs

If your room is in any way damaged or if you have problems with any utilities, complete a Work Request available from your Graduate Resident Advisor or Area Coordinator. See, also, *Residence Hall Contract*.

Inspections

See the *Residence Hall Contract* and the "Statement of Rights and Responsibilities", I,E,1.

Fumigation

You should probably keep some sort of insecticide on hand for minor emergencies with bugs. In more serious cases, call the Plant Office, ext 303, 382, or 383. Also, let the Area Coordinator know.

Appliances

See *Residence Hall Contract*.

Damage Deposit

See, *Residence Hall Contract*.

Room Deposit

See *Residence Hall Contract*.

Kitchen Facilities

Most residence halls have kitchen facilities. Many students own hot plates and/or broiler ovens. Keep in mind, however, the stipulations of the *Residence Hall Contract* re: electricity. You'll probably be able to purchase second hand appliances, including refrigerators.

Overnight Guests

See *Residence Hall Contract and Uniform Guidelines*.

Security

You are responsible for your personal security and that of your belongings within College facilities. With this in mind, you should keep your doors locked at all times when you're out or asleep or when you, for any reason, are unable to control the entrance of other individuals into your room. College policy prohibits staff members from unlocking your door for anyone other than yourself or your roommate (except in those cases outlined in the "Statement of Rights and Responsibilities" and the *Residence Hall Contract*). Avoid late-night meandering in the hallways or working alone in areas of your residence hall other than your own room. If you should see individuals in the hall who are neither residents nor their guests, tell your R.A. immediately.

Linens

Students may rent linens from a College-contracted agency at a cost of approximately \$30.00 per year. The service provides 2 sheets, a pillowcase, and 3 bath towels each week.

MEDICAL AND COUNSELING SERVICES

Student Health Service

The David J. King Student Health Service is located just south of Cary Field and is open 24-hours-a-day for routine and emergency care. Doctors' hours are 9-12 and 2-5, Monday-Friday, and 10-11 on Saturday. In addition, doctors are on emergency call each night the Health Center is in operation. During holiday recesses, the Student Health Service is closed.

Medical services and consultations are provided for all full-time students and for those graduate students who are carrying less than nine credit hours but who are certified by the Dean of their respective school to be doing the equivalent of "full-time work", provided they have (1) paid the Student Health Services fee at whatever level is set for the particular semester involved and (2) have filed with the Director of Student Health a completed physical and history form concerning their present health status and past health history.

The Student Health Service provides a variety of services to students, most of which are covered by the Student Health Fee, a portion of the Tuition and General Fee. There is a complete confidentiality in the care of patients, in all matters regarding their health, between the Student Health Physicians and the students themselves. (See Student Health Service Brochure)

The Student Health Service telephone numbers are ext. 386 and 229-2793. If at all possible, it is requested that the student or someone aiding the student call the Student Health Center *first* when coming to the Center *after* midnight.

During the times that the Student Health Center is closed, the nearest health facility is the Emergency Room of the Williamsburg Community Hospital on Mt. Vernon Avenue. The student may also elect to see a local private physician of personal choice, but it is to be emphasized that *either of these options is exercised at the student's expense.*

The Center For Psychological Services

Old Chemistry Building
(formerly Rogers), 110

Phone ext. 231 or 388

Hours: 8:30 a.m. - 12:00 noon,
1:00-5:00 p.m.

The Center for Psychological Services offers professional assistance to students through personal counseling, psychotherapy and groups, dealing with problems of social relationships and the understanding of one's self and others. The services are free of charge to students. Center staff members include male and female, full and part-time clinical psychologists; all are highly trained and widely experienced in dealing with the problems of college students. Staff members work with clients on an individual, couple, family or group basis depending on the needs of the individual client.

In order to insure confidentiality, no information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent college record, and reports are never submitted to parents, college authorities, or potential employers unless requested in writing by the client.

In addition to testing which is sometimes part of the counseling process, the Center for Psychological Services serves as a regional testing center for certain nationally administered examinations. Among these are the Graduate Record Examinations, the Graduate School Foreign Language Test, the Law School Admission Test, and the Medical School Admission Test. The Center also administers the Miller Analogies Test throughout the year to students applying to graduate school. Application forms and additional information concerning these examinations can be obtained at the Center.

The Center for Psychological Services is not only for people with "problems" or people who cannot adjust to college life; the "normal" student and the highly successful student often find significant benefits in counseling as a means of increasing self-awareness, maximizing potentials, and helping make the college experience more productive and meaningful.

Williamsburg Community Hospital

For services not available on campus the Student Health Center may occasionally refer you to the Williamsburg Community Hospital which is located on Mt. Vernon Avenue behind the Monticello Shopping Center. At such times, you will be apprised of any additional costs you may incur. You may also wish to use the Emergency Room of Community Hospital when the Student Health Center is closed or in situations demanding services not available at the Student Health Center. Whenever possible, contact the Student Health Center when seeking aid from Community Hospital. Hospital telephone: 229-1120.

Tidewater Mental Health Clinic

The Tidewater Mental Health Clinic, located at 511 Prince George Street, offers a variety of services to the citizens of Williamsburg and the members of the College community. The services include: psychiatric evaluation, psychiatric and psychological counseling for individuals and groups, psychiatric testing where appropriate, mental health consultation for local agencies, after-care services for patients of the Eastern State Hospital. The services are provided at a minimal fee, depending upon the client's ability to pay. Hours for the Mental Health Clinic are 8:30 a.m. - 5:00 p.m., Monday-Friday. For further information, call 229-4381.

Bacon Street

Bacon Street is a nonprofit organization whose goal is to rid the Williamsburg area of drug abuse. Though its first priority is to young people, its services are available to everyone. The Center regularly runs groups and conducts workshops in communications skills and personal growth and, through its frequent Community Awareness Sessions, it brings a variety of entertaining and educational programs to the Williamsburg area.

Bacon Street's *HOTLINE* (open 24 hours/day, 7 days/week.) offers emergency crisis intervention services, a broad referral service, and telephone counseling.

Bacon Street is located on Bacon Street, and someone is always there. Call *HOTLINE*: ext. 554 or 229-9897.
Williamsburg Health Department

The Public Health Department, located at 315 Monticello Avenue behind the Monticello Shopping Center, administers a series of routine and special health services and tests.

Because the services of the Department are primarily for indigent members of the community, and since the Student Health Center serves the College, students are generally not able to use Health Department facilities. However, the Student Health Center will make any necessary referrals, such as those related to immunizations required for passports. Telephone: 229-0050.

Williamsburg Fire Department Emergency Medical Services

The Williamsburg "Rescue Squad", located on Francis Street adjacent to the Post Office, offers its services to students in emergency situations not handled at the Student Health Center (i.e., situations requiring immediate X-rays, surgery, blood transfusions, etc.). Whenever possible, contact the Student Health Center when seeking aid from the Rescue Squad. Telephone: 229-1313.

Placement Services

The Office of Placement is operated as a service to all students and alumni of the College of William and Mary. Among the services available through the Office are: career planning assistance, employment interviews, library center for career and graduate study information, credential file maintenance and transmittal, and pre-employment testing.

The Placement Office does not function as an "employment agency;" it does not guarantee placement or assume responsibility for locating jobs for students. Its efforts are directed toward assistance to the student in all the activities that go into career planning and the occupational process. Ultimately, the student makes every decision and assumes complete responsibility for securing employment.

As part of its Pre-Employment Testing Services, a schedule of graduate school tests, Virginia Merit Examination and related tests is published in the *Placement and Career Planning Notes* available in the Placement Office.

The School of Education operates a placement and scholarship office to assist graduate and undergraduate students in securing positions in the field of education and to help them obtain scholarships that are available.

An office of placement is located in the Marshall-Wythe School of Law to aid graduates of the School in securing career interviews with private law firms, and with business, industry, and government agencies.

For specific and additional information, you are encouraged to visit the Office of Placement.

The Office of Career Counseling

In the Office of Career Counseling, you can discuss your personal career concerns, explore occupational opportunities, or work toward a career decision, all in a confidential and informal setting. Students may choose from a wide range of resources: a Career Information Library, a wide variety of tests, small group discussion and, most often, individual conversations extending over several weeks. In addition to occupational information from the Library, a frequent use of the Office involves an individual student's search for personal goals and directions to complement (or replace) those patterns imposed by past performance, test scores, and/or background. People differ and, to some extent, careers must reflect individual temperament as well as capacity, training, interest and opportunity. No single factor should be given first priority in career decision-making but, in career

counseling, the individual is the principal focus of attention because, in the end, it is the individual who makes the decision.

Affirmative Action Office

The College of William and Mary is subject to the requirement of Presidential Executive Order Number 11246 and the Commonwealth of Virginia's Governor Executive Order Number One. This program of federal and state regulation designed to insure equality of opportunity without reference to concerns of race, color, religion, sex, national origin, embodies two basic requirements. First, the College of William and Mary must insure the absence of discrimination in the formulation, statement and application of all personnel policies and practices. Second, the College of William and Mary must undertake positive efforts designed to help eliminate various possible impediments to the full utilization of women and members of minority groups within the faculty, staff, and student body, without necessary reference to whether such impediments are the

product of discriminatory practice or intent.

The Affirmative Action Coordinator is Wesley C. Wilson who assumes a role of leadership in development, dissemination, implementation, and monitoring of the Affirmative Action program and is available to provide technical guidance and assistance in Affirmative Action and/or Equal Opportunity matters. The Affirmative Action Office is located in Taliaferro Hall at Extension 563 or 629.

The Office of Minority Student Affairs

The Office of Minority Student Affairs is active in the recruitment of minority students and assists them in their academic growth and social well-being. Information and assistance include counseling, financial aid, and input on the various resources available through the College and the community. For questions, comments, or just a friendly chat, see Leroy Moore, Director of Minority Student Affairs, on the second floor of James Blair Hall.

CAMPUS FACILITIES

CAMPUS FACILITIES

Campus Center

The Campus Center, located on Jamestown Road opposite the Brufferton, serves increasingly as the meeting place for students by offering a wide variety of both educational and recreational programs and services. Its facilities include an Information Desk where newspapers, cigarettes and candy from "Ye Ole Sweet Shoppe" are sold. Tickets to most college functions other than athletic events, Theatre productions and some concerts held at William and Mary Hall can be purchased from this desk. The Center also has a sizable lounge with daily papers and current periodicals for reading; a T.V. viewing room with a large color television equipped with cablevision offering 16 channels for your viewing enjoyment; a coin-operated Xerox machine where copies of the notes you missed from last week's class can be made for 10 cents a page; and public telephones for your local and long distance dialing convenience. Located in the Campus Center is a small cafeteria, "The Wigwam," operated by the College Food Service, offering breakfast, lunch, and dinner at very reasonable prices.

All major undergraduate student publication offices are located in the Campus Center, the *Colonial Echo* and the *William and Mary Review* share an office on the second floor and the *Flat Hat* in the basement. In addition, the Student Association offices are in the Center.

Meeting space is available to organizations on a reservation basis with rooms ranging in size from small conference rooms for 10 people to the Ballroom seating 400. The Sit'N Bull Room, a pub-style room, is used

frequently for receptions, luncheons, banquets and coffee houses. The Theatre is equipped with a large movie screen on stage and a projection booth for movies, the "Flash Gordon" serials and "Road Runner" cartoons shown during exam periods being favorites. The Ballroom as well as the Theatre is used by many organizations for dances and concerts throughout the year.

The Information Desk has an extensive library of stereo albums from Bach to Alice Cooper which can be checked out and used in the Music Listening Room on the second floor. The desk has billiard and ping pong equipment that may be checked out and used in the Games Room in the basement where there are 3 ping pong tables and 4 billiard tables. There is no charge for the use of the Games Room facilities. Playing cards and chess sets may also be checked out for use in the lounge. All services of the Campus Center are available to students, faculty, and administrative staff members and require a current I.D. card.

The Campus Center has a (fully equipped) dark room for use by students not connected with a publication. For information on use of this darkroom inquire at the Main Desk. Sign printing equipment is available to organizations that wish to have sign printed for any purpose. The only charge for this service is for the supplies. Typewriters (presently, one manual and one electric) are available for use by students in the Campus Center on a sign-up basis. Users must supply their own paper. Information on typewriters is also available at the Main Desk. In addition, the Campus Center lends out pots, pans, punch bowls, coffee urns, and other kitchen utensils to College organizations. Contact Ken Smith for details.

The Campus Center is the site for many art exhibits, pottery displays and sales, and craft festivals. Just prior to Christmas Recess each year, the Campus Center in connection with the Student Association sponsors the "Festival of the Arts" where students, faculty and staff members exhibit and sell any handcrafted items they have made. This is a great way to pick up some really unique and inexpensive Christmas gifts.

The Campus Center is open Sunday through Thursday from 7 a.m. to 11 p.m. and from 7 a.m. to midnight on Fridays and Saturdays. The Wigwam is open Sunday through Thursday from 7 a.m. to 10 p.m. and on Friday and Saturday from 8 a.m. to 6 p.m. (Beginning in the fall, a food truck will make rounds nightly, Sunday through Thursday between 8 and 10 p.m., to all residence halls, featuring a complete line of sandwiches, beverages, and other snacks.)

Take full advantage of the facilities and services of the Campus Center. It's there for your use.

College Bookstore

The College Bookstore sells all required texts, notebooks, pencils paper, work supplies. It also has a fair selection of other books of all types, and such other items as sweatshirts, William and Mary mugs, glasses. The Bookstore is in charge of ordering class rings and disseminating graduation invitations and tickets. Special book orders may also be placed at your request.

The Bookstore has a "returns" policy which allows students to turn in unused textbooks. Additionally, at the end of each year, a buyer at the Bookstore will purchase used books from students for a portion of their

original price. Specific details may be obtained at the Bookstore.

The Commons

The Commons is the student cafeteria located next to William and Mary Hall. While all freshman resident students are required to board at the Commons, upperclass and graduate students may choose to do likewise or to participate in special meal plans, details of which may be obtained by calling the Food Service Office, 229-2010. Meal tickets are distributed during registration for classes. If you lose your ticket, contact the office located behind the dining area; if you fail to get a meal ticket at registration or if you decide to purchase a ticket after registration, you may obtain one at the Commons' office.

Hoi Polloi

The Hoi Polloi, better known as the Pub, is located behind the Campus Center in old Trinkle Hall. The Pub provides low-cost student entertainment, beer, food, and company. Pub managers are graduate students at the College.

The Pub features dance bands several nights/week, in addition to folk and bluegrass entertainers. For further information, call the S.A. office (ext. 350) or the Pub (229-9585).

NOTE: Only people related to the College or their guests may use Pub facilities. Always carry your College I.D. for admission purposes (It helps in buying beer too).

If an organization's members wish to use a room in the Pub for a private party, a class, or whatever, contact Ken Smith, ext. 557.

The Graduate Student Center

The Graduate Student Center provides a meeting place for all

graduate students of the College. It is open 9 a.m. to 9 p.m., Monday through Saturday, from noon until 9:00 p.m. on Sunday and at other times by request. It may be reserved for social or business meetings by applying at Morton 125 or by calling ext. 329. Kitchen facilities are available. The Center is administered by a committee of the presidents of the several graduate associations.

William and Mary Hall

William and Mary Hall, the large gymnasium and convocation center located next to the Commons on the new campus, serves a variety of purposes and functions. The major ones include those related to use of Hall facilities for/by the Department of Physical Education for Men, the Athletic Association, and the Athletic Educational Foundation; convocations and other large assemblages of students and other groups; special programs; and regular events, such as athletic contests and the S.A. film series. For information on obtaining use of William and Mary Hall, see the section entitled *Scheduling Rooms*.

The Earl Gregg Swem Library

The information here is partial and is intended merely to acquaint the student with the facilities of the Earl Gregg Swem Library. For more complete details, consult the *Guide to the Earl Gregg Swem Library* (copies available at the Library's circulation desk) or ask for an orientation tour of the Library.

The Library contains approximately 625,000 cataloged volumes and more than 1,000,000 manuscripts, prints, maps, and micro-film pieces. Its collection of tapes, recordings, films, filmstrips, and slides number more than 10,000. In

addition, the Library staff members are all trained to help you in locating and using these resources.

The main departments of the Library are the Reference, Periodicals, Documents, and Circulation (all located on the first floor); acquisitions and cataloging (first floor); and Audio-Visual and Special Collections (on the ground floor). The main card catalog, located on the first floor, serves as a basic index to the Library's collections. In addition, the reserve desk is located on the first floor.

Coin-operated photocopiers are located on the first, second, and third floors and may be used for the duplication of both personal papers and library materials. The cost for this service is five cents per exposure.

Most undergraduate and graduate students have "regular" borrowing privileges. The basic loan period is 4 weeks, with an option to renew books by mail or in person once for a like period.

Some students (those involved in lengthy research projects) are entitled to "special" borrowing privileges, allowing them to secure books for longer periods. For details, consult the Library Staff.

Overdue fines for regular borrowers are 5 cents/day; special borrowers, 10 cents/day. Failure to pay fines may result in revocation of Library privileges and/or withholding of grades and transcripts. In addition, if your fines are not paid, you will not be allowed to register for the following semester or summer session.

NOTE: You will be required to show your student I.D. in order to borrow books. For your convenience, a copy of the Library's *hours* is reprinted:

Regular Sessions:
Monday - Friday
 8 a.m. - 12 midnight
Saturday
 9 a.m. - 6 p.m.
Sunday
 1 p.m. - 12 midnight

Summer Session:
Monday - Thursday
 8 a.m. - 10 p.m.
Friday, Saturday
 8 a.m. - 5 p.m.
Sunday
 1 p.m. - 10 p.m.

The Circulation Desk closes 30 minutes prior to the Library's closing.

During the examination period, only the Reserve Room remains open until 1:00 a.m.

SPECIAL COLLECTIONS HOURS
Mon.-Fri., 8 a.m.-5 p.m. Sat., 9 a.m.-1 p.m.

LISTENING ROOM
Mon.-Fr., 8 a.m.-5 p.m.
Mon.-Th., 7 p.m.-10 p.m.
Sat., 1 p.m.-4 p.m.

VACATION AND INTERIM PERIODS

Mon.-Fri., 8 a.m.-5 p.m.
Sat., 9 a.m.-6 p.m.
Sun., 1 p.m.-5 p.m.

DUPLICATING ROOM
Mon.-Fri., 8 a.m.-5 p.m.

Departmental Libraries

The Law School and School of Business Administration libraries are operated autonomously from Swem. On the undergraduate level, however, the following departmental libraries are owned by Swem and, consequently, are recognized as official departmental libraries:

Biology, Millington Hall, rm. 112
Chemistry, Rogers Hall.
Geology, Small Hall, rm. 241

Mathematics, Jones Hall, rm. 15

Physics, Small Hall, rm. 123

In addition, several departments maintain libraries for the use of students taking courses in their departments:

Anthropology, Washington Hall, rm. 114

Economics, Morton Hall, rm. 137

English, Wren 313 (Periodicals),
Lodge 4 (Books)

Government, Morton Hall, rm. 37

Military Science, Blow Gym, rm. 5

Philosophy, Jones Hall, rm. 208

Psychology, Millington Hall, rm. 230

Religion, Morton Hall, rm. 237

Sociology, Morton Hall, rm. 237

In addition, several local churches have rooms designated as study areas for students. Consult CaMU for further details.

Recreation

The College has numerous recreational facilities that students are encouraged to use as often as time allows. Blow Gymnasium is open for informal recreation on a regular basis and has an equipment check-out system. The Gym has two basketball courts, a swimming pool, two handball courts, volleyball courts, showers, lockers, and horseshoe pits. Adair Gymnasium is open for women students' informal recreation, offering facilities for fencing, badminton, volleyball and basketball. Men's and women's recreational swimming is available at Adair Pool in the afternoons and on weekends. Adjoining Adair Gym are the College tennis courts, equipped with lights for night playing and operating on a first-come, first-serve basis, except at times when the courts are reserved for intramural and intercollegiate activities.

STUDENT GOVERNANCE

STUDENT GOVERNMENT ASSOCIATIONS

Student Association

Student Government at William and Mary is officially vested in the Student Association. The S.A. researches and seeks to implement changes in academic and general educational policy while offering services to improve undergraduate life. The executive branch consists of the S.A. officers and administrative assistants to the President; the legislative branch, the Senate; and the judicial branch, the Honor Council. The Interhall Council is its inter-residence hall body. While there are clear divisions between the various branches of the S.A., the efforts in the realm of student government are cooperative. The executive branch works closely with the Senate and Interhall in establishing goals and priorities within both bodies.

Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, slide shows. Students, by presenting their current I.D. cards, are able to take advantage of these offerings at no cost. In addition, students may ride the C.W. buses, which often proves to be both enjoyable and convenient. The taverns in C.W. feature delicious meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. can be obtained by calling the information Center at 229-1700.



The Senate is representative of the resident and non-resident students on the basis of population and functions as the main legislative body of the S.A. on any policy affecting undergraduates. Basic research and formulation of proposals are done by the various permanent and ad hoc committees. Legislation is then presented for discussion to the entire body at its weekly meetings. The Senate is chaired by its Speaker.

The Interhall Council is comprised of the heads of the respective residence halls and is chaired by the Vice President for Interhall. The Council coordinates and encourages residence hall programming in addition to initiating programs beyond the scope of individual residence halls. It provides for the implementation and administration of residence hall self-determination; supervises appeals

involving a) self-determination, b) assessment of room damage charges, and c) violations of the *Residence Hall Contract* by either the College Administration or the College student; and works to improve the quality of residence halls. Disbursal of monies from the Room Damage Deposit interest fund (and the vending machine profits) is largely handled by Interhall.

The Student Association maintains open communications with the Board of Visitors, via the Student Association liaison to the Board, the Board of Student Affairs, the several faculties, and the administration. In addition, membership in the National Student Lobby gives the organization a state and national orientation.

The Student Association seeks actively to supplement the academic atmosphere with intellectual, cultural, and social activities. Among the activities coordinated by the Vice President for Student Services are the free university, film series, refrigerator rentals and bookfairs. The Vice President for Social and Cultural Events presents informational programs, a speakers' series, arts and crafts festivals, and dances. The S.A. *Ombudsman* is a public servant whose sole function is to solicit and follow up all complaints students may have. Never hesitate to call the *OMBUDSMAN*, ext. 350.

Though the number of officers and senators is limited, the real members of the Student Association are all the undergraduate students of the College. The various representatives are simply that: *representatives*. Their effectiveness depends on your interest. All meetings are open. If you would like to work in the organization and/or you want it to work for you, call ext. 350 or 394 or stop by the office in the

basement of the Campus Center any weekday afternoon.

There's a lot more in numbers than safety.

Class Government

The senior year is the only time during which class government exists. The Senior Class publishes the *Green and Gold* for incoming students and sponsors a monthly newsletter to classmates announcing social events, class services, and information from college offices which pertains to them as Seniors.

The organizational structure of the class consists of a class president, vice president, and secretary-treasurer, in addition to an extensive volunteer committee system, open to all interested seniors. Along with initiating programs of their own choosing, the class largely sponsors and coordinates the student body's role in Homecoming, Midwinters, and Graduation. For information and ideas, contact the S.A. office, ext. 350.

GRADUATE ASSOCIATIONS

Graduate students participate in the governance of the College through Graduate Student Associations and the Board of Student Affairs. The constitutions of the several graduate student associations may be obtained from the office of the Graduate Dean of Arts and Sciences or the offices of the Deans of the Schools.

Graduate Student Association

The Graduate Student Association includes as members all graduate and unclassified (post-baccalaureate) students studying under the Faculty of Arts and Sciences and the School of Marine Science. Its purposes are to foster social and intellectual

interaction among the graduate students at William and Mary, to advance the interests of graduate students at the College, to assist in governing matters of discipline and honor violations within the graduate school, and to provide a forum for the dissemination of ideas of interest to the academic community and the surrounding town. The Council of the G.S.A. consists of one representative from each of the departments or graduate programs under the Faculty of Arts and Sciences and the School of Marine Science, elected no later than the fourth week of classes in the fall semester. The Council elects its own officers and representatives to the B.S.A.

Master of Business Administration Association

The M.B.A.A. is a governing organization comprised of graduate students, faculty, administration and alumni associated with the Graduate Business Program. The M.B.A.A. serves and promotes without profit the School of Business Administration of the College of William and Mary in Virginia, through various programs and projects. The M.B.A.A. operates a placement service for students in the Business Program and plans and carries out an orientation program for new students. Those interested should contact the M.B.A.A. Office at ext. 543.

School of Education Graduate Student Association

The School of Education Graduate Student Association provides for a sharing of information regarding different programs in the School of Education and in other elements of the College; promotes better communications among the

administration, the faculty, and the graduate students of the School of Education; represents the graduate students of the School of Education at official functions and on committees of the College of William and Mary; assists graduate students with such matters as research aids, reserve materials, and copying services; provides for graduate student participation in the evaluation of instruction in the School of Education; provides for a sharing of ideas among scholars of various fields; and promotes social activities for its members. All graduate students in the School of Education who have been admitted to a program and/or are enrolled in one or more classes are eligible for membership. For further information, call ext. 300.

Marshall-Wythe School of Law Student Bar Association

The Student Bar Association is the organ of student government for the law school. Its membership consists of the entire student body of the law school. The Student Bar Association promotes law-related extracurricular activities, sponsors social events, brings speakers to campus, and provides numerous services not only to the law school but to the entire College community. It coordinates all of the activities of the various student organizations of the law school.

The Board of Student Affairs

The Board of Student Affairs consists of representatives of the student body, faculty, and administration. The 23-member body has full power to investigate any area of the College pertaining to student concerns and presents its opinions in the form of recommendations to the appropriate authorities. Through many

committees and sub-committees, students are able to work and express their views on a wide variety of issues from grade review procedures to the environment. The Board also has final authority over the allocation of the Student Activities Fee. Elections to the Board are held each spring. For information on the activities of the Board or the deadline for candidacy filing for B.S.A. positions, call the Student Association Office at ext. 350. All interested students are encouraged to attend the B.S.A. meetings.

Honor Council (Undergraduate)

See Section on *Honor Code*.

Honoraries

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership. *Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership senior students up to 10 percent of the total number in the class each year. Selection is based largely on scholarship and department recommendation.

Omicron Delta Kappa is an honorary fraternity comprised of junior and senior students selected on the basis of scholarship, service, leadership, and character in the various areas of college life.

Mortar Board is a woman's honorary society whose members are elected in their junior year on the basis of service, scholarship, and leadership.

Two national honor societies, Phi Eta Sigma for men and Alpha Lambda Delta for women, annually select for membership those freshmen who have attained academic distinction.

The F.H.C. Society, believed to be the first college fraternal organization

in the United States, was founded at the College in 1750, and, as an active force on campus, influenced the founding to two later fraternities, the P.D.A. Society and the Phi Beta Kappa Society. The society, which counted Thomas Jefferson among its members, is dedicated to the preservation and continuation of the traditions of the College.

Many professional honor societies exist on campus whereby recognition is made of students with scholastic proficiency or leadership in specific areas:

- Alpha Kappa Delta (Sociology)
- Beta Gamma Sigma (Business)
- Delta Omicron (Music)
- Delta Phi Alpha (German)
- Delta Sigma Rho-Tau Kappa Alpha (Forensic)
- Kappa Delta Pi (Education)
- Omicron Delta Epsilon (Economics)
- Phi Delta Kappa (Education)
- Phi Mu Alpha (Music)
- Phi Sigma (Biology)
- Pi Delta Epsilon (Journalism)
- Pi Delta Phi (French)
- Sigma Delta Pi (Spanish)
- Sigma Delta Psi (Physical Education)
- Sigma Gamma Epsilon (Geology)
- Sigma Pi Sigma (Physics)
- Society of Scabbard and Blade (Military)

President's Aides

President's Aides, a group of 10-15 students selected annually, serve as student advisors to the President. Meeting with him on a monthly basis, they discuss matters of concern to the College, advising the President of desirable and/or feasible courses of action. In addition, the Aides serve as student members of the official party at College Convocations and any other special functions the President so designates.

ORGANIZATIONS

CAMPUS ORGANIZATIONS

Ken Smith, the Director of Student Activities, has his office on the first floor of the Campus Center and, in addition to keeping the College calendar of events, advises student activities and campus organizations. Any questions concerning campus organizations should be directed to this office (ext. 557), and any campus event should be put on the activities' calendar for the benefit of the campus.

Below are listed the William and Mary campus organizations:

American Field Service Returnees Club

The A.F.S. Returnees Club is an organization of William and Mary students who, during their secondary school days, spent time abroad under the American Field Service program. The Club works to help the local A.F.S. Chapter in its activities by raising money to help send Williamsburg students abroad and bring foreign students here and sponsors many activities for foreign students in the local community.

Botetourt Bibliographical Society

This society is a group of students, faculty, librarians, and townspeople interested in all aspects of THE BOOK. Sponsoring several meetings each semester, members discuss topics as diverse as the forging of medieval manuscripts, graphic satire, and the chemical composition of paper. The society has access to hand-operated printing presses which student members are encouraged to use for worthy projects. Contact Professor Robert Maccubbin, ext. 439, for more information.

Black Student Organization

The BSO was created out of the realization that William and Mary must be more relevant to the needs of the Black Student. With efforts to promote Black Thought and Black Awareness in the College Community, the BSO has become a viable means of Black Unity on campus. It serves as an academic, cultural, and social organization, providing programs and services for the College and Williamsburg communities.

Black Culture Week, presented annually in February, has played an important role in acquainting the community with the Black Experience with Black artists, speakers, and various art forms.

The organization is presently housed in the basement of Thieme's for its meetings and activities. While its primary existence is for the Black students, the BSO is open to everyone.

Association For Computing Machinery

ACM is an organization operated exclusively for educational and scientific purposes to promote an increased knowledge of the science, design, development, construction, languages and applications of modern computing machinery. Membership is open to all students interested in ACM who are members of the William and Mary community.

Intercollegiate Debate Council

The Intercollegiate Debate Council is an organization which helps train students in the theory and use of argument through participation in competitive debate. Any student interested in debate is eligible to join and should contact Professor Patrick Micken, ext. 274.

Teams from the Council annually attend thirty intercollegiate debate tournaments throughout the nation,

including competition for the state and national championships. In addition, the Council endeavors to sponsor programs of interest to both the College and civic community, including the annual Marshall-Wythe Debate Tournament which is one of the 10 top qualifying debate tournaments for national competition.

Lyon G. Tyler Historical Society

The Lyon G. Tyler Historical Society was founded in 1966 on the premise that there should exist on campus a society to promote a more active interest in history and to provide a suitable forum for historical discussion and debate. All students with an interest in history are urged to join.

Recent activities of the Society have been lectures by Austrian and Turkish government officials, discussions with a researcher for the CIA, tours of the Kingsmill and Flowerdew archaeological sites, and tours of the crypts beneath the Wren Building.

International Circle

All foreign students, current William and Mary students, faculty members and their spouses, and administrators are encouraged to join and participate in the activities of the International Circle. With the belief that it is the responsibility of every well educated person to understand people of various cultural and linguistic backgrounds, this organization strives to facilitate the development of deeper relations between the College community, academic communities in foreign lands, and foreign students in residence. The International Circle occupies a cottage on South Boundary Street at the rear of the Campus Center.

William and Mary Amateur Radio Club

The Amateur Radio Club provides for the exchange of ideas concerning amateur radio and the hobby of radio in general. Various group activities and a licensed club station give members an opportunity to participate in informal radio communications and to provide communications in the event of an emergency. Membership is open to students interested in radio and electronics and to all licensed amateur radio operators.

Women's Equality

Women's Equality is a campus organization dedicated to the goal of furthering the cause of equality for women in every area of life. W.E. meets approximately once each month, presenting special programs related to women and the problems resulting from discrimination in society along with recommendations for solving these problems. In addition, the group sponsors projects throughout the year, designed to educate the College community in the history, current status, and aspirations of women. W.E. also presents several consciousness-raising sessions each year. Women's Equality is an equal opportunity person-accepter, open to all without regard to sex. For information, call ext. 557.

Atlantis Diving Club

This organization strives to promote the sport of skin diving and scuba diving through aquatic activities and instructional programs. It works with the College and local community by assisting the rescue services with rescue and salvage operations as well as pool cleaning and repairs. Membership is open to any full-time student at the College.

Bridge Club

The William and Mary Bridge Club provides students with the opportunity to learn and to enjoy the game of bridge with other members of the College community. Weekly meetings at the Campus Center serve as the focal point of the club. The Bridge Club is open to all bridge enthusiasts.

Cheerleaders

The William and Mary Cheerleaders are a familiar sight at all football games, basketball games, and parades. Composed of two squads, a varsity for men and women in the sophomore, junior and senior classes, and a junior varsity for men and women in all the classes including freshmen. Tryouts are held for the varsity each spring and for the junior varsity each fall. For information, contact Mr. Ben Cato, ext. 481.

Karate Club

The William and Mary Karate Club, open to all men and women students at the College, strives to promote interest and instruct students in the art of karate. The club, through its tournaments, donates its proceeds for scholarships to the Williamsburg Area Day Care Center, the Rescue Squad, the Red Cross, and other needy organizations.

Majorettes

The William and Mary majorettes are a precision team of twirlers who perform with the William and Mary Band in parades and at football games. Tryouts and selections are held in the spring and during the first week of the fall semester. Contact Mr. Charles Varner, ext. 375, for information.

William and Mary Chess Club

The William and Mary Chess Club

provides the focal point for organized participation in chess on campus. Numerous tournaments are held throughout the year in addition to the weekly meetings of the group. The Chess Club is open to all students interested in the game of chess.

Campus Girl Scouts

Campus Girl Scouts is open to all campus women regardless of previous scouting experience. The objectives of the organization are to provide campus women with a means of identifying with the Girl Scout movement and to offer opportunities for fellowship and leadership with Girl Scouting in the College community.

Mermettes

The purpose of the Mermettes Club is to promote interest in creative aquatics and to provide an opportunity for students to further their technical skills and creative talents in swimming. Mermettes presents an annual creative aquatics performance and, in addition, selected members participate in state, regional, and national symposiums and festivals. For information on the selection process for Mermettes, contact the Women's Department of Physical Education.

Orchesis

The objective of Orchesis is to provide interested students, both men and women, the opportunity to choreograph and perform in dances for two concerts presented annually. Orchesis also seeks to stimulate interest in modern dance as an art form in the College and community at large through its programs which are open to the public without charge. The group participates annually in the Virginia College Dance Festival and

hosts for its members at least one workshop session by a guest artist. Members are chosen by audition in the fall. Interested persons should contact Ms. Carol Sherman or Ms. Shirley Roby at ext. 360.

Outing Club

An organization formed for the purpose of providing an outlet for learning about and enjoying various types of outdoor recreation, the club is composed of several divisions including such activities as backpacking, caving and climbing, canoeing, cycling, and the United Skiers of Virginia. Divisions in sailing and hang-gliding may be formed if interest warrants their formation. Under the auspices of the Outing Club, many weekend trips are organized and special programs with movies are offered to help an interested person learn more about a specific outdoor activity.

Queen's Guard Association

Formed originally as a formal part of the R.O.T.C. program, the Queen's Guard Association is now an extracurricular organization. The Guard, a precision drill team, participates in Homecoming activities and football games, represents the College in various parades throughout the country, and performs for the student body at various times throughout the year in the Wren Yard.

William and Mary Sport Parachute Club

The Sport Parachute Club, open to all men and women students of the College, has as its objectives the furthering of competitive sport relationships with organizations within and without collegiate sport parachuting; the promotion of greater

interest in sport parachuting and the diffusion of knowledge concerning this sport; the provision of an opportunity for students to gain experience and find recreation in sport parachuting.

Science Fiction Club

The Science Fiction Club is an organization dedicated to the promotion of Science Fiction and Fantasy on campus. Intended to be a communications' network and clearinghouse for information, discussion, and materials, the club maintains a library of relevant literature. All science fiction enthusiasts are encouraged to join.

Political Organizations

College Republicans

Young Democrats

Young Americans for Freedom

If you find yourself to be politically motivated and want to become involved in local, statewide, and national politics, there is an organization at William and Mary for you. The College Republicans, the Young Americans for Freedom, and the Young Democrats are active participants in all areas of political activity in and around the College community. Their services and projects serve to inform the members of the College community of major issues and concerns. Throughout the school year, many well-known speakers appear under the auspices of these organizations.

Religious Organizations

Student organizations representing many denominations are present at William and Mary. Most of these are sponsored by local churches and are provided special facilities through them. In addition, an organization of Campus Ministries from the various

local churches is very active in ecumenical work on campus. CaMU (Campus Ministries United) has established a resource and coordinating center to provide information for the College community regarding various denominational activities, to serve as a clearinghouse for the best use of facilities and resources of the supporting denominations and to act as a harmonizing agent for the various helping services. It is the desire of CaMU to maintain and support the already established denominational groups and churches seeking to provide a ministry to the College community and to increase the effectiveness of the Church's mission through a cooperative ministry. CaMU is located at the Wesley Foundation, 526 Jamestown Road (across from Phi Beta Kappa Memorial Hall). Telephone: 229-9811.

Weekly Mass is conducted in the Wren Chapel by the local Catholic Church for members of the College community. The Episcopal Church holds Holy Communion Service in the Wren Chapel each week for students. For times of the services in the Wren Chapel, contact Ken Smith at ext. 557, or check the schedule of events in the *William and Mary News*.

Various nondenominational organizations, such as the William and Mary Christian Fellowship and the Fellowship of Christian Athletes, meet regularly in the Campus Center.

The following religious organizations are represented on the William and Mary campus:

Baha'i Fireside Association
Balfour-Hillel
Baptist Student Union
Canterbury Association
Catholic Student Association
Christian Science Organization

Lutheran Students Association
Wesley Foundation
Westminster Fellowship
Young Life Leadership

For times and location of these organizations' meetings, contact Ken Smith or the calendar of events in the *William and Mary News*.

Local churches encourage students to attend regular worship services and to participate in special activities of the church. For your information, the location of the local churches (i.e., those within reasonable walking or biking distance) is provided:

Baptist

First Baptist Church, 727 Scotland Street, Sunday: 9:00, 11:00 a.m.

Williamsburg Baptist Church, 227 Richmond Road, Sunday: 11:00 a.m.

Walnut Hills Baptist, Jamestown Road, Sunday: 11:00 a.m.

Catholic

St. Bede's Richmond Road, Saturday: 7:00 p.m.; Sunday: 7:00, 8:00, 9:15, 10:30 a.m.

Catholic Student Association Mass in the Parish Center, Sunday: 5:00 p.m.

Christian Science

First Church of Christ Scientists, 620 Jamestown Road, Wednesday: 8:00 p.m.; Sunday, 11:00 a.m.

Episcopal

Bruton Parish Church, Duke of Gloucester Street, Sunday: 8:00, 9:30, 11:00 a.m.

St. Martin's Episcopal Church, 1333 Jamestown Road, Sunday: 10:00 a.m.

Jewish

Temple Beth El of Williamsburg, 600 Jamestown Road, Friday: 7:30 p.m.

Lutheran

St. Stephen's Lutheran, 612
Jamestown Road, Sunday: 8:30,
11:00 a.m.

Presbyterian

Westminster Chapel (Orthodox
Presbyterian Church) 600
Jamestown Road at Temple
Beth El, Sunday: 11:00 a.m.
Williamsburg Presbyterian, 215
Richmond Road, Sunday: 8:30,
11:00 a.m.

Trinity Presbyterian, 20
Hubbard Lane (not in walking
distance) Sunday: 11:00 a.m.
Unitarian

Unitarian Fellowship, Wesley
Foundation, 526 Jamestown
Road, Sunday: 8:30, 11:00 a.m.

United Methodist

Williamsburg United Methodist,
514 Jamestown Road, Sunday:
8:30, 11:00 a.m.

Williamsburg Church of Christ
Highway 143 (not in walking
distance) Sunday: 11:00 a.m., 7:00
p.m. Wednesday: 7:30 p.m.

Williamsburg Christian Church
Route 5 and Milneck Rd. (not in
walking distance) Sunday: 11:00
a.m., 7:30 p.m. Wednesday: 7:30
p.m.

Church of Nazarene, Longhill
Road, (not in walking distance)
Sunday: 11:00 a.m. Wednesday:
7:30 p.m.

Student's International Meditation Society

The Student's International
Meditation Society on a regular basis
offers lectures to all interested
students on transcendental meditation
as taught by the Maharishi Mahesh
Yogi. All lectures are free and open to
the public.

Service Organizations

Collegiate Civitan: This affiliate of
Civitan International was organized to
improve the campus and community
through service projects and
campaigns. These efforts have included
recreation and rehabilitation programs
for emotionally disturbed children at
Eastern State Hospital and local
teenagers on probation. Civitans have
helped other campus organizations with
their programs, held fund-raising
events for charity, and collected
clothing for the needy at Christmas.
Membership is open to all students.

Circle K: Open to men and women
students, Circle K is an affiliate of
Kiwanis International and has made
outstanding contributions to the
community by utilizing large numbers
of students. Circle K operates a variety
of service projects for the
disadvantaged residents of James City
County. Pre-school and tutoring
operate in the Chickahominy
community on weekend afternoons
while Saturday morning tutoring and
Saturday afternoon recreation serve
elementary school children of
Chickahominy and Mooretown. In
addition, students provide
transportation and parties for senior
citizens throughout the week. Call
Circle K at ext. 578 or 229-4757.

Williamsburg Area Tutorial Service:
W.A.T.S. is a pre-school program for
children in the Williamsburg area
which operates entirely through
volunteers from the College
community. Located at 204 South
Boundary Street, the W.A.T.S.
program provides educational and
recreational activities for its
participants every afternoon, Monday
through Friday. W.A.T.S. provides
excellent experience for all students
interested in teaching professions or
for those who simply enjoy being with
young children.

Departmental Organizations

In addition to the organizations mentioned above, many departments have departmental clubs and associations. Information about these organizations may be obtained from the respective departmental offices. These organizations include:

- Anthropology Club
- Association of Religion Concentrators
- Biology Club
- Chemistry Club
- Classics Club
- Economics Club
- English Club
- Philosophy Club
- Physical Education Majors Club
- Russian Club
- Society for the Advancement of Management
- Society of Physics Students
- Wayne F. Gibbs Accounting Society

Furthermore, the Language Houses serve as forums of discussion and, in essence, fulfill the need for having French, German, and Spanish Clubs.

For information regarding any of the organizations mentioned in the organizations' section, see Ken Smith, Director of Student Activities, in the Campus Center or call ext. 557.

Law School Organizations

Law School Fraternities: Three professional legal fraternities have been established at the Law School: the George Wythe Chapter of Phi Alpha Delta, the Thomas Jefferson Inn of Phi Delta Phi, and the St. George Tucker Senate of Delta Theta Phi. The primary functions of the legal fraternities are to bring student members into contact with practitioners and to complement the academic program with informal forums on subjects of professional interest.

Marshall-Wythe Law Wives Association:

The Association is an organization to promote social and service activities for the students of the Law School, particularly the married students. Membership is made up of law student wives and women law students who desire to join. The Association assists the Law School in various social functions, sponsors monthly meetings for its members on various subjects of a cultural or professional nature, assists students in finding housing, and provides numerous services to the Law School and its students.

Black American Law Students Association: BALSA, sponsored by the SBA, assists Black law students in their adjustment to law school. Membership is open to any interested law student. These students participate actively in a minority recruitment program which extends to colleges throughout the area.

International Law Society: The purpose of this organization is to further understanding of International Law and interest in the practice of law in areas related to international affairs and commerce. To this end, the International Law Society sponsors the Jessup International Moot Court Competition and a speakers' program in which leading authorities in the field present their views to the Society. In addition, the Society compiles a list of potential job opportunities in International Law. Membership is open to all law students and faculty.

Mary and William Law Society: The Mary and William Law Society is the organization of women law students at Marshall-Wythe. The group concerns itself with the legal problems of women in general and the problems of women law students. Membership is

open to all law students and faculty.

Moot Court: Moot Court provides law students with an opportunity to research and present simulated appellate arguments upon current legal problems, often those currently under consideration by higher courts of the state and federal systems. Students receive academic credit for participation and compete to represent Marshall-Wythe in the National Moot Court Competition, which annually brings to campus a distinguished bench of federal judges. Moot Court is sponsored and partially funded by the Student Bar Association.

Post-Conviction Assistance Project: The Post-Conviction Assistance Project is one of the legal aid programs offered by the Marshall-Wythe School of Law.

Any law student may work as a volunteer; any second or third-year law student may enroll for one hour of credit per semester for a specified amount of time spent working on the program.

There are two entirely separate and independent projects making up the P-CAP. In one of these projects, assistance is provided to inmates of state penal institutions in the eastern half of Virginia; the second project provides assistance to eligible prisoners at the Federal Reformatory in Petersburg, Virginia, with civil and criminal legal problems and with issues affecting their confinement. Both programs operate under the supervision and with the assistance of a law professor who is a member of the Virginia Bar.



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MASSAGE

Spa & Pamper Room
Your Special Service Where one visit leads to another

BRENDAs Hair

18

MARY

18



SP	Monday	Tuesday	Wednesday	Thursday	Fri	Sat	Sun
7:00 - 10:00	Available						
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Most of our hair salons specialize in hair color, which is why some services are priced higher than others. We have a special service for you if there isn't much time on a hair color. It's called "Expresso" and let us private our colors and we're done in record time.



HOURS

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Call in orders
ready when you get home

memos

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I. STATEMENT OF RIGHTS AND RESPONSIBILITIES

The College community--faculty, students, and administration--in 1973 recommended to the Board of Visitors, and the Board adopted the following, Statement of Rights and Responsibilities.

Statement of Rights and Responsibilities

The unique nature of the college community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups--students, faculty and administrators--are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all of the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent

responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to insure that in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to insure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The following Statement of Rights and Responsibilities is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies and procedures of the College, except as otherwise prescribed by local, State or Federal law, shall be measured. No rule, regulation, policy or procedure which is incompatible with or which contradicts this document may be enacted and any such rules, regulations, policies or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this Statement of Rights and Responsibilities shall not affect the powers of the Board of Visitors as provided by law.

I.

The members of the College community, as individuals, shall enjoy all rights, privileges and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly and freedom from personal force and violence, threats of violence and personal abuse.

B. Each member of the College community has a right in his or her dealings with the institution and with members of the College community in the performance of their official duties to non-discriminatory treatment without regard to race, creed, sex, religion, national origin, or political belief.

C. Each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, State or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.

a. The membership, policies, and actions of an organization will be determined by vote of those who hold membership in said organization.

b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.

c. An organization will be officially recognized after its constitution and by-laws have been approved by the appropriate body as designated by the President or his delegated representative and when consistent with the By-laws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.

d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a non-discriminatory basis without regard to race, religion, creed, national origin, sex or political belief, provided, however, that to the extent permitted by law membership in honorary or social organizations may be restricted to members of the same sex and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.

2. Right to hold public meetings, to invite speakers to campus of his or her own choosing, to post notices and to engage in peaceful, orderly demonstrations within reasonably and impartially applied

rules designed by the President or his delegated representative to reflect the educational purposes of the College and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place and manner of such activities and allocating the use of facilities but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate college authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of

non-academic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:

1. Right to have advance written notice of all institutional rules and regulations including the ranges of penalties for violation of such rules and regulations.
2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his or her choice, to present and cross-examine witnesses, to have written findings and to appeal to a higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances the right of appeal is still preserved.
3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to the health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College

authority as designated by the President.

E. Each member of the College community has a right to privacy in his or her dealings with the institution, including, without limitation:

1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety and proper maintenance of the College's buildings.

2. The right to expect that all records of his or her association with the institution are treated as confidential.

a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than that information which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. The institution does, however, reserve the right to announce the bestowal of honors on its members. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President or his delegated representative, and such others as are agreed to in writing by the individual concerned.

b. Each member of the College community and the parents or legal guardian of minor members shall have the right to inspect the contents of his or her own records kept by the institution, other than confidential evaluations of a member's academic qualifications for admission submitted to the College at the request of the member and letters of recommendation written by members of the faculty or the administrative staff for the purpose of internal evaluation of a member for the award of honors, provided that such letters are not placed in the individual's permanent file, and may request the destruction of any information not relevant to a proper evaluation of his or her performance within the institution or unsupported allegations constituting hearsay. The questions of relevance and hearsay shall be determined by the President or his delegated representative. An individual shall also have the right to challenge the accuracy of any information contained in his or her records, in which case, the institution shall undertake to verify the accuracy of such information to the satisfaction of the individual concerned or make a permanent notation in the record that the accuracy of such information has been challenged by the individual concerned. Subsequent

authorized disclosure of the contents of the record shall indicate such challenge.

c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition.

d. To minimize the risk of improper disclosure from student records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only information about academic performance and status. All withdrawals prior to graduation, whether voluntary or involuntary, shall be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his or her associates and refrain from using the institution as a sanctuary from the general law.

II.

Each member of the College community enjoys all rights of citizenship, and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

A. Each member of the College community has a responsibility based upon the special mission of an institution of higher education to respect the rights of others to

function in an atmosphere where freedom to teach, to learn and to conduct research and publish findings are preserved and respected, an atmosphere which includes without limitation the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the statement of Academic Freedom and Tenure adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors and with the standards and procedures approved by the Board of Visitors and set forth in the Faculty Handbook.

2. Right of the instructor to determine the specific content of his or her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his or her area of competence or to divert significant time to materials extraneous to the subject of the course.

3. Right of the student to be evaluated entirely on the basis of academic performance and to freely discuss, inquire and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his or her professors provided, however, that the student shall have means for redress against arbitrary, unreasonable or prejudicial standards or evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.
 5. Right to privacy in offices, laboratories and dormitory rooms and in the keeping of personal papers and effects.
 6. Right to hear and study unpopular and controversial views on intellectual and public issues.
 7. Right of the student to expect that information about his or her views, beliefs and political associations which an instructor acquires in the course of his or her work as a teacher, advisor or counselor of the student be held in confidence to the extent permitted by law.
- B. Since student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:

1. Right to be free from prior censorship or advance approval of copy.
2. Right to develop editorial policies and news coverage.
3. Right to be protected from arbitrary punishment or suspension, or removal from his or her position because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension or

removal. The academic status of a student editor or manager shall not be affected, provided, however, that he or she shall remain subject to the provisions of Article I, Sections C-3 and D-3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

- C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of his or her associates.

III.

The College, through those who administer its affairs, has a special responsibility to insure that in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to insure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

- A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct in order to facilitate and safeguard the educational process and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others to the extent that they are affected by

College-sponsored activities or are engaged in legitimate activities on College property.

B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his or her duties.

C. The College has the responsibility to insure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to insure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence and to the changing goals and responsibilities of institutions of higher education, including the responsibility:

1. To make, from time to time, a clear statement of its purpose and goals.

2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.

3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, section E, 2a, or by the

advice of legal counsel in instances involving possible litigation.

E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including but not limited to* the following:

1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances or its physical facilities.

2. The College has the right to prohibit members of the College community from using its name, its finances or its physical facilities for activities not principally for the benefit of the College.

3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the responsibility to prohibit use of its name, its finances or office equipment for any political or other purpose.

IV.

This document shall be adopted and may be amended when:

A. Accepted by a majority vote of those students who vote in a referendum.

B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.

C. Accepted by a majority vote of the administration of the College who vote in a referendum.

D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an "appropriate College authority designated by him" to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College community "should enjoy the same fundamental rights and privileges . . . except in those rare cases where . . . the rights of privileges . . . would be in conflict . . . with the goals and purposes of the College as an institution of higher education."

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or "an appropriate College authority designated by him."

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority will take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision.

INTERPRETATION PROCEDURE

On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities" and his memorandum of that date is an addendum to that Statement.

The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of implementation are the responsibility of various offices of the College "who administer its affairs." These offices, whose policies and practices have been brought into conformance with the *Statement*, "have a special responsibility to ensure that . . . the rights of all members of the College community are preserved."

There are, however, instances in which the *Statement* must undergo occasional interpretation in the

STUDENT AFFAIRS

AUTHORITY AND AGENCIES

General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls, the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Discipline Committee, and in the Honor Council.

As citizens, students enjoy the same rights and responsibilities as those outside the College community. The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that in addition to laws governing the conduct of all citizens the Code of Virginia contains specific provisions relating to colleges and universities that prohibit hazing; malicious burning or destruction by explosives of any college building or any other malicious destruction of college property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the policy of self-determination for

residence hall living (see page 47 for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for one's self and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of and circumscribed by the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

POLICIES AND REGULATIONS

Personal Conduct

Assault and battery, subjecting another person to harassment or abuse or threat or intimidation are prohibited, as are hazing or other preinitiatory activities which subject another person to mental or physical discomfort, embarrassment, harassment or ridicule. The penalty for violation of this regulation shall not be less than reprimand nor greater than dismissal.

Violations of Law

Charges or convictions of violations of local, state, and federal law will not result in disciplinary action by the College unless it is determined that such disciplinary action is essential to the protection of other members of the College community or to the

safeguarding of the educational process.

Public Performances

No person or group of persons shall represent the College in a public performance of any kind unless prior approval has been obtained from the Vice President for Academic Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Alcoholic Beverage Policy

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. Students should note that State law prohibits the consumption of alcoholic beverages in unlicensed public areas. Public areas include the lounge areas of College residence halls to which the general public has access. Alcoholic beverages may be consumed in an unlicensed area only if such an area can qualify under State law as a *private place*. The Alcoholic Beverage Control Board has interpreted the term *private place* to include:

1. The private room or quarters of an individual resident of a residence hall.
2. The area reserved or designated for an organized, scheduled social function limited to an identifiable group such as the residents of a particular residence hall, or members of an organization and their personally escorted guests or "dates." Such events are scheduled by the College with the understanding that the sponsoring

students will supervise admission of guests so as to ensure that the above limitations of a "closed" or private party are met. It is highly recommended that the sponsoring organization require all persons attending to register their names at the entrance of such event.

Misuse of Sentinel Alarm

Any willful use of the Sentinel Alarm (Supersound) except in emergency situations is prohibited. The penalty for a first violation of this regulation will be disciplinary probation. The penalty for a subsequent violation will range from disciplinary probation to dismissal.

DISRUPTIVE CONDUCT

A. Definitions

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but, to the extent feasible, to the public as well.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities. A normal function is

any lawful activity carried on by the College, or conducted under the auspices of, sponsored by or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs, the care, maintenance and security of physical property, the maintenance of vehicular and pedestrian traffic, and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct. Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include:

a. Any violation of the law of the Commonwealth of Virginia, or of the United States which violation obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.

b. Non-criminal conduct which obstructs or disrupts a normal function including the unreasonable obstruction of passage of others through corridors or at entrances and exits, other group assemblies which obstruct or disrupt,

unauthorized presences in a building after normal closing hours or after notice that the building is being closed, physical detainment of a student or of a member of the administration, staff or faculty against his will, the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the College or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.

c. Any failure to comply with a request to move on, to vacate an area or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested or others, or to the maintenance or restoration of the normal functions and activities of the College. For this purpose, an authorized person is the President of the College, the Dean of the Undergraduate Program, the Dean of Students and the Dean of any school or faculty, any member of the Campus Security Police and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in

making such request gives notice of the authority given him by the President.

d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of persons and property.

B. Prohibited Conduct

No student shall commit any act which amounts to disruptive conduct as defined in this regulation, nor knowingly participate with others in conduct which amounts to disruptive conduct.

C. Penalty and Procedure

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the disciplinary procedures of the College. Conduct prohibited in Section B may result in penalties of reprimand, probation, suspension for a specific period or dismissal, depending upon the gravity of the particular conduct involved and the presence or absence of extenuating circumstances.

Drugs

For the purpose of these regulations drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other

hallucinogens except when taken under a physician's prescription in accordance with law.

College regulations in conformity with Federal and State statutes governing drug use provide the following:

1. Manufacturing, merchandising, or providing others with drugs is prohibited. The penalty for violation of this regulation will be not less than disciplinary probation nor greater than dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for first violation of this regulation will be not less than reprimand nor greater than suspension from the College, and for the second, not less than disciplinary probation nor greater than dismissal from the College.

Possession and Use of Motor Vehicles

Students who have not completed the equivalent of four full semesters may not maintain automobiles on the College campus or in Williamsburg. This regulation does not apply to graduate or day students commuting from their homes. Exceptions to the regulation may be made only for essential employment, physical disability or for other essential college-related needs. This special permission is to be secured from the Dean of Students. A student who brings an automobile to the campus without prior written approval, in anticipation of obtaining special permission, is in violation of this regulation.

The penalty for a first violation of the automobile regulation will be not less than reprimand nor greater than suspension for one semester. The penalty for a subsequent violation will not be less than reprimand nor greater than dismissal.

College regulations require that all motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Transportation Control Board administers regulations governing registration of vehicles and parking and traffic on the College campus. The regulations, procedures and penalties of the Board are set forth in the Motor Vehicle Regulations pamphlet available at the Office of the Dean of Students and the Campus Security Office.

RESIDENCE HALL LIFE

A. General Provisions

All freshman students, except those who commute daily from the homes of their parents or legal guardians, are required to live in College housing. Unclassified students and those carrying a part-time program of studies are not eligible for accommodations in College residences. The residence halls are not open for occupancy during the Christmas holidays. During the Thanksgiving and Spring Recesses, selected buildings are open on a limited basis for students who need to remain in the area.

To request a room in a College-owned residence, a returning student must pay a \$50 deposit by February 27, 1976 and execute a lease

with the College at the time of assignment to a room. This deposit is non-refundable once the room assignment process begins. In addition, each student must maintain with the College a \$75 damage deposit as a condition of room occupancy.

Security

An electronic card-key or other security system is employed in the residence halls for protection of the residents. Each resident must secure a key to his/her room and a card-key (or door key where appropriate) for the residence to which he/she is assigned. A \$5 deposit is required. Room keys, front door keys and card-keys must be relinquished promptly upon request by the Office of Residence Hall Life and must be returned upon withdrawal, when moving from one residence and/or room, and at the close of each session. A fee of \$10.00 will be charged for replacement of a lost key (to cover the cost of key and core replacement).

All residence halls will be secured while College is in session to include the hours listed below:

Sunday - Thursday: 12 midnight to 7 a.m.

Friday and Saturday: 1 a.m. to 7 a.m.

Individual residence halls may be closed at an earlier hour and reopened at a later time should the residents so elect.

B. College Regulations

The Dean of Students, Associate and Assistant Deans of Students for Residence Hall Life and Student

Development and the staff of residence halls (Area Coordinators, Graduate Resident Advisors, and Resident Assistants) are responsible for enforcing the following regulations. Willful violation of these regulations will result in a penalty ranging from a reprimand to suspension unless otherwise specified.

1. Conduct

Conduct which violates the regulations of either the College or the appropriate Residence Hall Council is prohibited. If the conduct is in violation of a regulation established by a Residence Hall Council, that body shall have original jurisdiction in the matter.

2. Damages to College Property, Rooms, Furnishings

Damages to rooms and the furnishings therein will be charged to the occupant(s) unless the identity of others responsible for the damage is known. Such charges will be assessed against the individual's damage deposit unless the damage exceeds \$75.00. Any charges in excess of \$75.00 will be billed separately.

Pictures, maps, pennants, posters and the like should be hung from picture molding, bulletin boards or tack strips when these are provided in the rooms. Where tape is used, it must be removed by the tenant by the time of the final room inspection and the tenant will be charged for any residue which remains or any damage which results. Nails and screws used on the walls, woodwork, or furnishings will ordinarily be considered damage. Markings on the walls, floors and ceilings, woodwork or

furnishings or painting the same without the prior written approval of the Director of College Residences will be considered damage and charged accordingly. College furnishings may not be removed from the room in which they have been placed nor may lounge furniture be removed from the common areas.

Damage to the common areas in residence halls and their furnishings (including vending machines and other equipment placed in residence halls as a convenience to the residents) will be charged to the person(s) responsible in the manner described above.

3. Motorized Vehicles and Bicycles

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. (For more detailed information, the student should refer to the pamphlet, "Motor Vehicle Rules and Regulations.") In addition, the Campus Security Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation even if such removal requires that the chain or lock used to secure the vehicle be destroyed. Vehicles impounded in this fashion may be recovered through the Campus Security Office.

4. Pets

For sanitary and safety reasons, dogs and other pets may not be kept in the residence halls.

5. Waterbeds

Waterbeds are not permitted in College residences.

6. Restricted Areas

For reasons of safety, the roofs (except for those buildings with

SELF-DETERMINATION

specifically designated sun decks) and mechanical equipment rooms of all residence halls are restricted areas and may not be entered without the express written consent of the Graduate Resident Advisor or the Area Coordinator responsible for the building.

7. Electrical Equipment

Air-conditioners, or any appliance requiring more than 600 watts of electrical power, may not be used in the residence halls. Requests for exceptions to this regulation will be initiated by the student in the office of the Director of College Residences for approval by the Superintendent of Buildings and Grounds.

8. Firearms and Fireworks

Firearms may not be kept in residence halls. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited.

9. Solicitation by Students or Others
Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Director of Student Activities. Approval for solicitation by non-students must be obtained through the Office of the Dean of Students.

C. Residence Hall Councils and Self-Determination

(Not applicable to graduate students residing in graduate housing areas)

Residence Hall Councils are accountable to the President of the College or such official as he may designate, for the proper implementation and administration of

the following policies and of the security provisions as outlined on page 45. Upon request of the Board of Student Affairs or at the initiative of the President of the College or his designated representative, these policies are subject to review, reconsideration and revision.

Violation of these principles by individual students will result in penalties ranging from removal of privileges to suspension upon the decision or recommendation of the Residence Hall Council or that of the Associate Dean of Students for Student Development.

1. Principles of Self-determination

The College's dedication to the liberal education of the whole person is reflected in its program of residential hall life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enhance and enrich each student's educational experience. Under the policy of self-determination, the residents of each unit develop guidelines and procedures of governance for living which will both allow for individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts

the use of public areas, the assurance of a reasonable level of safety and security and the regulation of visitation by all guests. Visitation is designed to allow individuals to visit each other temporarily and briefly in the privacy of their own rooms. Visitation must not interfere with the privacy and the freedom of roommates. It is assumed that each visitor to a residence hall will be a welcomed guest of a resident of that hall. Each resident (including residents of fraternity and sorority houses) will have freedom of movement in or out of his/her residence hall and the right to determine the hours of such movement.

The policies and procedures adopted by the Residence Hall Councils will be compatible with the public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

2. Residence Hall Councils

a. Composition and Organization of Councils

After the first week of classes, but no later than the fourth week of the academic session, each upperclass residence hall (buildings or Botetourt and sorority and fraternity houses are considered as individual residence halls) shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the unit. Election of

councils in the freshman residence halls will be deferred until the fourth week of classes but may not be delayed beyond the sixth week of the session.

The officers of the Residence Hall Council shall be chairperson, vice chairperson, secretary and/or treasurer and whatever other positions are deemed necessary. The chairperson will serve as a member of the Inter-Residence Hall Council (Interhall). The Area Coordinator, Graduate Resident Advisor and/or Resident Assistant, responsible for the residence, may serve as advisors to the Council. Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member and the election to determine the status of the member must be held within ten days of the receipt of the petition.

b. Governance Function of the Council

1) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to hold a referendum to determine the guidelines of the unit subject to the following considerations:

a) Guidelines in upperclass residence halls must be written and submitted to the Committee on Self-Governance by the end of the fourth week of classes. The preparation of guidelines in freshman residence halls will be deferred until the third week of the session.

b) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations and policies of the College. Rules may be established that are more stringent than the general provisions of the Catalog, e.g. individual residence halls may elect to close their residences at an earlier hour than required by the security provision and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

c) All rules and regulations established by the unit must be determined by a majority vote of all the residents taken by a secret ballot.

d) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by 10% of the residents of the unit. Such referendum must be held by the Council within ten days of its receipt of the petition.

e) All rules and regulations established by the Residence Hall Council (including the range of penalties to be imposed by violation of same) shall be printed and distributed to each room, as well as posted in the residence hall. A copy of all such rules and regulations must also be filed in the Office of Residence Hall Life.

2) Until guidelines are established and approved for the residence hall, campus-wide *Uniform Guidelines* for self-determination will be observed. These guidelines for the thirty days will be drafted in the spring by a committee of Interhall and approved by the Committee on Self-Governance consisting of the Associate Deans of Students for Student Development and Residence Hall Life, a representative from the Board of Student Affairs, a representative from the Student Association, and a representative from the Inter-Residence Hall Council.

The Committee on Self-Governance will review all guidelines prepared by Residence Hall Councils to determine their compatibility with community standards and those established in the "Statement of Rights and Responsibilities". The Committee may withhold the privilege of self-determination from any residence unit which does not develop guidelines within the first thirty days (six weeks in the case of freshman units) or which adopts guidelines that are inconsistent with the standards stated above. Likewise, during the year, this same committee is empowered to review charges that a Residence Hall Council has failed to implement properly its approved guidelines, and to recommend

to the Dean of Students that the privilege of self-determination be removed or restricted until the situation has been corrected.

3) In the enforcement of residence hall regulations, the Council is empowered to hear cases involving *residents of the units and non-residents* as well, subject to the observance of the following procedures:

a) The Residence Hall Council may administer penalties of restriction or removal of privileges, or written or oral reprimand, and other such penalties short of disciplinary probation. Serious infractions or repeated violations will be referred to the Associate Dean of Students for Student Development with or without a recommendation of penalty.

b) In the conduct of hearings, the principles of fair play and due process must be adhered to. In general, these hearings should conform to the procedures which have been established for the Discipline Committee of the College (see page 53).

c) At any time during the hearings of the case, the Residence Hall Council may refer the incident to

the Associate Dean of Students for Student Development.

d) A student may appeal a decision of the Residence Hall Council to the Interhall Appellate Board. Likewise, the student may appeal to the Associate Dean of Students for Student Development whether or not the case has previously been heard by the Appeals Board. Ultimately, each student has the right of appeal to the Committee on Discipline. All appeals should be submitted within five days of the conclusion of the last hearing on the matter. The penalty imposed at any level of the appeal process cannot be greater than the original penalty. Should the decision of the Residence Hall Council be overturned, the Council may appeal that reversal to the Dean of the Undergraduate Program.

e) A written summary of each case shall be submitted to the Associate Dean of Students for Student Development. Access to these records shall be limited to the accused, the Chairperson of the Council hearing the case, and to those College officials and committees engaged in the disciplinary or appeal process.

f) Each student has the right to counsel with a

member of the Dean of Students' staff concerning problems arising from self-determination. In addition, when an issue of genuine sensitivity exists, the Associate Dean of Students for Student Development has the power to hear the matter independent of the Residence Hall Council. In such instance, the Associate Dean will handle the case only after conferring with the Chairperson of the Council normally having jurisdiction over the student(s) involved.

c. Programming Function of the Council

1) The Residence Hall Council has the responsibility for organizing the social, cultural and recreational activities of the residence hall. The Council has the right to appoint the committees necessary to this function and the right to establish dues and receive contributions as a means of support for its programs.

2) The Residence Hall Council has a responsibility to ensure the maintenance and enhancement of a living-learning community in the residence hall compatible with the academic objectives of the College. As such it should arrange for programs of an educational and informative nature in the residence hall according to the needs and interests of the residents, and

appoint committees necessary to accomplish these ends.

d. The Residence Hall Council has a responsibility to represent the residents of the unit in matters which pertain to needed physical improvements in the residence, especially in the case of those which require long-term planning.

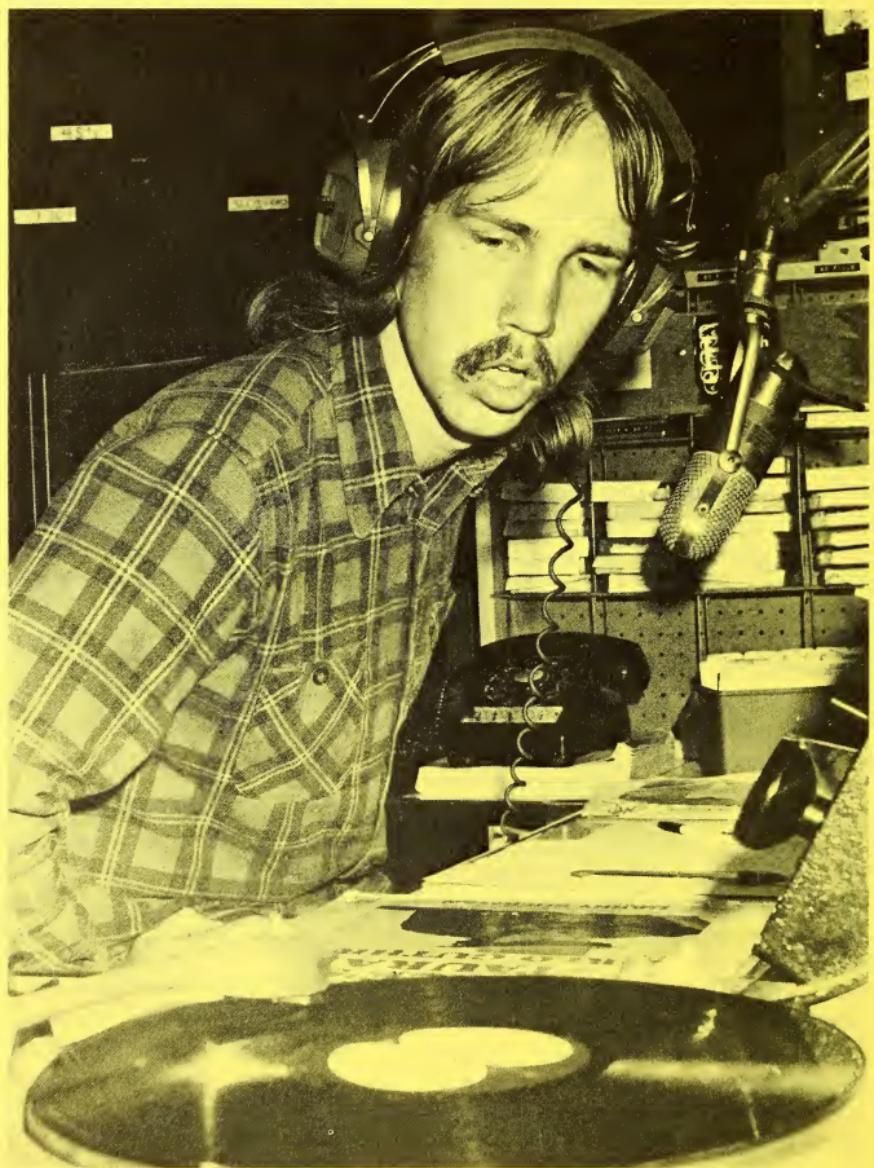
D. Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, will be announced at least three days in advance and a Resident Assistant will be asked to accompany the inspector. The student's absence will not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers, or possessions shall be searched by College authorities unless there is reasonable cause to believe that a student is using his or her facilities for a purpose in violation of Federal, State, or local law, or College regulations. No student's room, office, locker, or possessions shall be searched by College authorities unless a certificate authorizing the search has been issued and signed by the Dean of

Students, or in the case of graduate students the Vice President for Academic Affairs. The certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought

and the name of the person authorized to conduct the search. The search shall be conducted only in the presence of the student whose room or possessions are to be searched.



ADMINISTRATION OF UNDERGRADUATE POLICIES AND REGULATIONS

Basic Policy

The discipline of the College is vested in the President by the action of the Board of Visitors. The President has empowered the Dean of the Undergraduate Program, the Dean of Students, and the Associate Dean of Students for Student Development to exercise limited disciplinary authority and to levy penalties of disciplinary probation, limited or terminal, and lesser penalties as appropriate. Students so disciplined shall have the right of a hearing before the Committee on Discipline, which has the authority to levy any of the penalties listed in the section headed "Penalties." Residence Hall Councils are empowered to deal with violations of social regulations and of other residence hall regulations occurring in the residence halls (See Residence Hall Life). Serious infractions of College regulations normally are considered by the Committee on Discipline, membership of which includes administration, faculty, and students. In addition to the Committee on Discipline, the Dean of the Undergraduate Program, the Dean of Students and the Associate Dean of Students for Student Development, the President in his discretion may call upon other representatives of the administration, the faculties, and students for assistance, or he may act without the intervention of other administrative officers or the Discipline Committee.

The test of whether a specific infraction shall be handled by the Dean of the Undergraduate Program, the Dean of Students or the Associate Dean of Students for Student

Development or by the Discipline Committee, shall be whether or not the offense is one which in the opinion of these officials may be punishable by suspension or separation from the College or is specifically designated as subject to action by the Discipline Committee. If it is, the matter shall be referred to the Discipline Committee for action in accordance with procedures set forth below.

Composition of the Discipline Committee

The Discipline Committee consists of seven members of the faculty and three students appointed by the President of the College. The Dean of Students and the Associate Dean of Students for Student Development are non-voting members. The Chairperson and Vice Chairperson of the Committee are appointed by the President. If a member of the Committee is absent, the Committee may select a replacement from among the students or faculty of the College as appropriate or the hearing may be conducted without all members of the Committee present upon the consent of the student whose case is being heard. The Associate Dean of Students for Student Development shall bring forward the evidence on the basis of which the accused is being heard and may question the accused and witnesses. The Dean of Students shall serve as secretary. Other than in the capacities mentioned herein, the Dean of Students and the Associate Dean shall have no part in the proceedings of the Committee.

Procedure

A student who has been accused of misconduct or violation of College

regulations will be given a written statement of the charge on which he is to be heard at least 48 hours in advance of the hearing. The student will be invited to prepare a written statement in advance of his appearance before the Committee but the preparation of such a statement is not compulsory.

The accused shall be present and shall have the right to choose an advisor or to engage counsel to represent him at the hearing. A student who intends to bring legal counsel to the hearing is required to give written notice of his intention at least twenty-four hours in advance of the hearing. The Committee on Discipline shall have the right to have counsel of its own choosing, but such counsel may not vote on the finding or penalty. The accused shall have the right to know the evidence on which he is being heard, to question his accuser, and to cross-examine witnesses appearing against him. He shall have the right to present witnesses in his own defense and to present whatever information or evidence he deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. A tape recording of each hearing shall be made and a student whom the Discipline Committee has found guilty may have access to the recording of his hearing.

Since the College considers the testimony and evidence of a hearing and the finding and penalty confidential (but imposes no such stricture upon the student being tried) the hearing is normally closed, but upon the request of the accused, and

when approved by the Committee and the Dean of the Undergraduate Program, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the Committee may vote to close the hearing.

The conduct of the hearing is the responsibility of the Chairperson who shall question witnesses and the accused to the end that all information necessary to a full and fair consideration shall be brought out. In addition, each member of the Committee shall have an opportunity to question both the witnesses and the accused, and finally the accused shall have an opportunity to present whatever he considers necessary in his own defense.

Except in cases of oral reprimand, the accused shall be notified in writing of the decision of the Committee and the findings on which it is based within 24 hours of the conclusion of the hearing. Until he is so informed, he shall be entitled to attend classes and participate in other College functions unless the Committee believes his presence and participation would constitute a threat to his own safety and welfare or to that of other members of the College community in which case he shall be so informed in writing.

Penalties

Among the penalties levied by the appropriate authorities for violation of rules and regulations are those listed below. Additional penalties, usually of less severity, may be employed as appropriate.

1. Loss or restriction of privileges: Social and personal privileges, including the opportunity to participate in the electronic card-key system, to entertain guests in the private areas of a residence hall, to participate in social activities sponsored by the College or a residence hall, and the right to operate an automobile on campus, may be limited or removed, provided the penalty is consistent with the offense committed. Loss or restriction of privileges may be accompanied by other sanctions.

2. Restitution: A student may be required to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.

3. Reprimand: Written or oral reprimand constitutes a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him that repetition of the behavior may result in a more severe penalty.

4. Disciplinary Probation: The student remains enrolled but under stated conditions limiting his activities or constituting a warning that further misconduct or violation of College regulations will be referred to the Discipline Committee and may result in his/her dismissal from the College.

5. Suspension: An involuntary separation from the College for a period determined by the Committee, at the end of which period the student is automatically

eligible for readmission provided there is no other encumbrance upon his readmission.

6. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his conduct and record that he is in fact entitled to readmission.

7. Dismissal: Involuntary separation of the student from the College without expectation of readmission.

Right of Appeal

Any student found guilty by the Committee on Discipline shall have the right to appeal the finding and the discipline imposed upon him to the Dean of the Undergraduate Program. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

1. That the finding is not supported by substantial evidence,
2. That a fair hearing was not accorded the accused, or
3. That the discipline imposed was excessive or inappropriate.

Such an appeal shall be presented to the Dean of the Undergraduate Program via the Dean of Students within five days of the conclusion of the hearing. If the penalty being appealed is dismissal or suspension, the accused shall not attend classes or take

part in any College function while his request is under consideration. The five-day limitation for the presentation of an appeal may be extended an additional five days by the Dean of the Undergraduate Program for good cause.

It shall be the responsibility of the Dean of the Undergraduate Program to

act upon all such appeals within five days of receipt of the appeal and to notify the student in writing of his decision and the findings on which it is based, but his action may be postponed an additional five days in which case the student may be permitted to attend classes or participate in normal College functions.

THE HONOR SYSTEM (Undergraduate)

HISTORY

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that every student is concerned with the strict observance of the principles of honorable conduct which he upon matriculation pledges to uphold, for his own sake, for the sake of his fellow students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of Gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than a hundred; and a violation of the College code of discipline was punished by ostracism. Because of the existence of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one form or another prior to 1779, when the College was reorganized under Jefferson's leadership, the year often claimed for its official establishment; and minor details of administration

have changed from time to time to meet contemporary needs and conditions.

From its earliest days the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie . . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, and "particularly such as require that kind of conduct . . . conducive to the Honor & Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1788 which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion . . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the System in an address to a group of law students. Said Professor Tucker: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to

HONOR CODE

know him in any other character . . . His Honor is the only witness to which we appeal. . . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values, but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas--lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely "in the hands of the President and faculty" until the twentieth century, when student government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved

during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

MEANING

Under the Honor System it is assumed that every student has an express interest in preserving the integrity of the College Community, for himself as well as others. Primarily, the function of the Honor System is to educate--to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the code.

The effectiveness of the Honor System is dependent upon the student's acceptance of his responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in insuring that confidence will be deserved.

When a student matriculates, he pledges to abide by the Honor Code, thus indicating publicly his acceptance of the system and his intention to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it

provides an atmosphere in which the honorable student can act with individual responsibility while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system its precepts are supplemented and reinforced; supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which comes from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate such behavior among his fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his responsibility to make the moral choice of upholding, not only his personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he will not accept dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions of the Honor Code that he may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity, for along with an inner morality there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper not only of his own honor but, in a sense, that of his fellow students as well. Forcing someone to report infractions under fear of penalty himself is a contradiction of the role of the individual and his responsibility to others living under the System. Therefore, the stimulus to report an infraction he witnesses must come from within the particular student and not from written law. Such is the essence of honor.

ADMINISTRATION

The students administer the Honor Code through one elected Honor Council. The Council is elected by vote of all undergraduate men and women. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and By-Laws.

The Honor Council is composed of four senior representatives, four junior representatives and four sophomore representatives. The chairperson is chosen from among the senior representatives by the newly elected members on the Council and its outgoing senior members. The vice-chairperson is chosen from among the remaining newly elected representatives in the same fashion. In case of a tie vote for the chairperson or the vice-chairperson, the outgoing chairperson will cast the deciding vote. A secretary for each trial will be chosen on a rotating basis.

When a breach of honor is reported, it will be referred by the chairperson to an investigating committee. The committee will be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill his responsibilities as a Council member, a vote of 6 of 11 members of the Council will initiate impeachment proceedings. The proceedings will include a meeting of the Council at which time the impeached member may justify his actions.

If 9 to 11 Council members participating in the proceedings shall believe the impeached member has willfully avoided or unjustifiably neglected his duties or failed to uphold the principles of the Honor Code, he shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative.

In the event that a Council member is impeached or is unable to fulfill his responsibilities, the chairperson shall appoint a new member from the corresponding class of the undergraduate student body.

PRINCIPLES

Pledge

Upon matriculation each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation, a student signs a pledge card stating that he understands what is expected of him under the Honor System and that infraction of the Honor Code at any

time during his student days may be punishable by dismissal from the College. From time to time, a professor may require the student to sign a formal pledge on work as a reminder to the student that he is subject to the provisions of the Honor Code.

Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system these infractions are defined as follows:

1. Cheating. Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism is a violation of the Honor Code if a specific intent to deceive is present. The presence of a significant amount of plagiarized work shall constitute in itself *prima facie* evidence of this intent.

Regardless of its reason, plagiarism is a violation of the standards of scholarship which the College

endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he will bring a charge of cheating before the Honor Council. In trying the case, the Honor Council will assume that all students enrolled in the College of William and Mary are cognizant of the following two basic principles and understand that they apply regardless of other directions:

- a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method, and the source must be clear.
- b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"--that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.

The student should assume that he is neither to give nor receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual professor.

Ignorance of the above statement is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

2. Stealing. Stealing is the act of taking, or appropriating without right or leave, that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. It is assumed that the individual will exercise good judgment in determining whether an act is an act of theft or merely an act of borrowing. Common sense dictates that students take ordinary measure to safeguard their property just as they would in the non-college community.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the titles of books

they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying. Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his own initiative, tells the truth concerning the same matters before he is confronted with committing a breach of honor, this shall be considered in his favor in dealing with his case and determining the penalty.

Forgery is considered an act of lying. It is an honor offense. As defined by the Honor Council, it includes the unauthorized signing of a College document.

Falsey testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and lies while appearing before the Honor Council, he will be accused of committing an additional breach of honor. In such cases, a new trial will be held to determine the guilt or innocence of the accused on the additional charge of lying.

AMENDMENT

The preceding sections of the Honor Code may be amended from

time to time by three-fourths' vote of the Honor Council concurred in by the President of the College.

PROCEDURES

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he will not accept dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him the opportunity to resign from the College immediately without the expectation of readmission or to report himself to the Honor Council. If the accused does not report himself to the Honor Council within twenty-four hours, the accuser must report the case. Only in those cases where a direct challenge is not feasible, may he report the suspect directly to any member of the Honor Council, who will in turn notify the accused of the accusation against him.

Investigations of Alleged Dishonorable Practices

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an

investigating committee consisting of three members of the Council. One of these three will be appointed chairperson of the investigating committee. It will be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence, to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating committee should then meet and determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the chairperson of the Council whether or not a trial should be held.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. That person will appear in addition to all other witnesses who may possess relevant information. The committee will also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

Witnesses

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code.

Failure to Stand Trial

Should a person leave the College after having been challenged without

appearing before the Honor Council for trial, the accuser shall report the name of the accused and the breach of honor to the chairperson of the Honor Council. The Honor Council shall then record the facts of the case and advise the Dean of Students that the student withdrew under suspicion of a breach of honor and is, therefore, ineligible for readmission.

If an accused student refuses to appear or otherwise makes himself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Council) and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived his right to appear. Under such circumstances the Council reserves the right to hold the trial in the absence of the accused and his absence shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.

Rights of the Accused

The accused shall have the following rights in the event he elects to stand trial:

1. A right that the charges against him be reduced to writing and served on him personally by some member of the Honor Council before trial. If these charges are so vague or indefinite as not to apprise fairly the accused of the charge or charges against him, he may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished him promptly and in advance of the trial.

2. A right to a written statement of his rights and duties with respect to the trial, and the procedure thereof. This shall be given him at the same time he is served with notice of the charge or charges against him.
3. A right to have the opportunity to seek the advice of his parents, teachers, or spiritual adviser, and the matters told in confidence not be disclosed.
4. A right to request an open trial. The request must then be approved by the Council and the Dean of Students.
5. A right to ask anyone who will not be a witness to be his counselor. While counsel may represent the accused, the accused is encouraged to present his own case.
6. A right to a trial at a proper time and place. A right that the trial not be held with undue haste, nor that it be postponed unnecessarily. Trials will not be held for too long periods of time without recess or at unseemly hours. In general there should be a recess every two hours, and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority ask that proceedings be recessed.
7. A right to summon witnesses and to testify in his own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.
8. A right to be confronted with the witnesses and to question them.
9. A right, where practicable, to know the nature of and examine the evidence against him before the trial.
10. A right that he not be tried for one offense, e.g., cheating, and convicted on another, e.g., lying before the Council, without the same opportunity to defend himself against any other charge.
11. A right that his or her husband or wife, or brother or sister, of the full blood or the half blood or by legal adoption, may not testify against him.
12. A right, before official notification by the Dean of Students of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect his candidacy for graduation.
13. A right to elect to be tried separately where he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense request separate trials, they may be tried jointly or separately as the Council deems best.
14. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.
15. A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against him have been proved beyond a reasonable doubt.
16. A right, in event of acquittal, that the minutes and recordings of his trial be destroyed promptly after the expiration of two weeks from the time he is notified of his acquittal. A verdict of acquittal is not final during this period, and the case may be reopened for good cause shown at the request of any party in interest. If so reopened, it is to be regarded as a continuation of the original case.
17. A right to request the Dean of the Undergraduate Program to

review a finding of guilt and the propriety of the penalty. This right must be exercised promptly after notification of the accused by the Dean of Students, or his delegated representative, of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. Minor procedural deviations shall not be sufficient cause to declare a mistrial unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any College function while his request is under consideration.

18. A right that neither his person nor his property shall be insulted, molested, threatened, or damaged because of his part in the trial.

Duties of the Accused

If he elects to stand trial, the accused shall be under the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.
2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him to the probability of criminal prosecution, in which case the accused, if he does not wish to answer, shall so state.

Rights of Accuser

1. An accuser shall have the right to appear as a witness and present his case, so that he can satisfy himself that his complaint is being properly heard.

2. He shall have a right to be advised of the final decision.

3. He shall have a right that neither his person nor his property shall be insulted, molested, threatened, or damaged because of his part in the trial.

Rights of the Council

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present.

2. If the decision of the Council is overturned either in the review process or through an appeal, the Council shall have the right to appeal to the President of the College. This request should be made in writing promptly after notification of the Council by the Dean of Students or his delegated representative of the finding.

3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested, threatened, or damaged because of their parts in the trial.

Conduct of Trial

1. The trial will be conducted according to fair and equitable procedures and will not be bound by common law rules of evidence or procedure.

2. Every trial shall be conducted by a Council of seven members. Should some of the regular members be unavailable, the chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a

temporary member of the Council. In the absence of the chairperson, the vice-chairperson shall perform all the functions that would otherwise be performed by the chairperson. In the absence of both the chairperson and vice-chairperson, the remaining members shall elect an acting chairperson.

3. The chairperson of the Council shall preside.

4. The chairperson may require any person disrupting the orderly proceedings of the trial to leave.

5. The chairperson reserves the right to declare a recess at any point in the trial.

6. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.

7. The questioning of the accused and all witnesses shall be done by the chairperson. When the chairperson is through questioning, each member of the Council shall be given the privilege of asking additional questions. Then the accused may ask the witnesses questions he or she wishes to ask. When he or she is through, the witnesses may be asked additional questions by any member of the Council. Then the accused may ask additional questions, and so on, until all parties are satisfied, for the time being, that the witnesses can furnish no further information. Hearsay evidence may be heard at the discretion of the chairperson, when some useful purpose may be served thereby, and there is some guarantee of its reliability. The

chairperson shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth above.

8. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine them during the course of the trial.

9. Witnesses may be recalled by the accused or at the discretion of the chairperson of the Council.

10. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.

11. Any student who in the opinion of the Council refuses to testify frankly and fully shall be reported to the chairperson of the Discipline Committee of the College.

12. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he shall be deemed guilty as charged; otherwise, he shall be acquitted. There shall be no abstaining vote.

13. The Council, after having found an accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty. In determining guilt or innocence it is not proper to consider extraneous matters not brought out at the trial.

14. If the finding be one of guilt, that fact shall be reported in writing to the Associate Dean of Students for Student Development along with the recommended penalty and any alleged exceptional extenuating circumstances. The

accused should be notified only of the finding of guilt and told that the Dean of Students will in due course notify him of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

15. If the findings be one of innocence, that fact shall be reported in writing to the Associate Dean of Students for Student Development. The accused should be notified of that finding and cautioned that the trial may be reopened for good cause within a period of two weeks at the request of any interested persons. The accuser shall be given notice in writing that the accused has been acquitted.

16. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.

17. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.

18. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.

19. The minutes of any trial may be inspected by the President of the College, the Dean of the

Undergraduate Program, the Dean of Students, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council, after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Dean of Students of the penalty imposed, and not before.

20. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council. A member may also disqualify himself or may be disqualified by the chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.

21. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

Penalty for a Breach of Honor

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties include a letter of reprimand and failure in a course (see page 54 for definitions of these penalties).

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused

and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendation to the Associate Dean of Students for Student Development.

After reviewing a case, the Dean of Students shall notify the accused and the Council of the final verdict and penalty. The Dean of Students shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Dean of Students feels that the rights of the accused have in some manner been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Dean shall declare a mistrial and so inform the accused and the Council, along with his reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Dean of Students feels that the evidence does not justify the findings of the Council, the Dean may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right of appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

Public Notice of Action Taken

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall be sent to the Editor of *The Flat Hat*, along with a request that

it be printed in a conspicuous place in that paper, and to the News Director of WCWM, with a request that it be included in a news broadcast. The notice shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case, and provided further that such evidence, in the opinion of the majority of the Council, would be apt to change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew.

Stale Cases

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

Amendment

Amendment of these procedures requires three-fourths' vote of the Honor Council.



ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Vice President for Academic Affairs and other administrative officers as described below.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

Basic Policy

The President has empowered the Vice President for Academic Affairs, the Graduate Dean for Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a committee on discipline. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

Composition of a Discipline Committee

A discipline committee shall be appointed by the Vice President for Academic Affairs in each instance in which a case arises. A discipline committee shall consist of the Graduate Dean of Arts and Sciences or the Dean of the School of Education or of Marine Science as is appropriate as chairperson, three members of the faculty of the department or school in

which the student is pursuing his or her major work, and two graduate students who have been admitted to a degree program under that faculty or school, selected from at least four nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student, and in the case of a student in arts and sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing, but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

Procedure

A student who has been accused of misconduct will be given a written statement of the charge and written notification of the composition of the committee appointed to hear his or her case at least five days in advance of the hearing. The student may submit a written statement of his or her case to the committee in advance of the hearing if he or she wishes. The student must present in writing any challenge of bias against any voting member of the committee no later than forty-eight hours in advance of the hearing. The challenge will be decided by the Vice President for Academic Affairs.

The accused shall be present at the hearing. In the event that he or she elects to be represented by counsel, he or she must notify the chairperson of the committee in writing no later than forty-eight hours before the scheduled

time of the hearing. A committee on discipline shall have the right to counsel of its own choosing, but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he or she is being tried, to question his or her accuser, and to cross-examine witnesses appearing against him or her. He or she shall have the right to present witnesses in his or her own defense and to present whatever information or evidence he or she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty the prior conduct of the student may be considered. The student has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made and a student whom a discipline committee has found guilty shall have access to the recording of his or her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no such stricture upon the student being tried. A hearing is normally closed, but upon the request of the accused, and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a

committee dated within twenty-four hours of the conclusion of the hearing. Until so informed, he or she shall be entitled to attend classes and participate in other College functions unless a committee believes his or her presence and participation would constitute a threat to his or her own safety and welfare or to that of other members of the College community in which case he or she shall be so informed in writing.

Penalties

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

- 1. Restitution.** A student may be required to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.
- 2. Reprimand.** Written or oral reprimand constitutes a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him or her that repetition of the behaviour may result in a more severe penalty.
- 3. Suspension.** An involuntary separation from the College for a period determined by a committee, at the end of which period the student is automatically eligible for readmission provided there is no other encumbrance upon his or her readmission.

4. Required withdrawal with eligibility to apply for readmission. An involuntary separation from the College with a date determined by a committee when the student may apply for readmission. In such instances the student must first satisfy a committee by his or her conduct and record that he or she is in fact entitled to readmission.

5. Dismissal. Involuntary separation of the student from the College without expectation of readmission.

Right of Appeal

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President through the Graduate Dean of Arts and Sciences or the Dean of the School of Education or Marine Science within five days of the conclusion of the hearing.

B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

1. Title

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.

2. General Conditions Regarding Imposition of Disciplinary Sanctions

a. No disciplinary sanction may be imposed upon any student without

written notice to the accused of the nature and cause of the charge and a fair hearing which shall include confrontation of witnesses against him and the assistance of counsel or an advisor of his own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the disciplinary board, hereinafter described, and to an appeal from, and review of that board's decision. An institutional rule includes any rule of the School of Business Administration.

3. Crime Relative to School of Business Administration Discipline

a. If a student is charged with, or has been convicted of, a crime, the disciplinary board may, after an appropriate hearing and a finding that the School of Business Administration community's pursuit of its educational objectives would otherwise be impaired, impose its own sanction. In no event shall the sanction of expulsion be imposed until the student has been adjudged guilty in a court of law.

b. Where a sanction had been imposed under subdivision a., and the student has been acquitted or the charge withdrawn in the court of law, the School of Business Administration shall reinstate the student to his former standing.

4. Sanctions

The following sanctions may be imposed upon students:

a. Admonition: Oral notice of violation of an institutional rule or rules.

b. Warning: Oral or written notice that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for a more severe disciplinary sanction.

c. Censure: Written reprimand for the violation of a specified institutional rule or rules, including the possibility of a more severe disciplinary sanction in the event of the finding of another rule or rules violation within a stated period of time.

d. Disciplinary Warning: Written notice that further violation of an institutional rule or rules may result in suspension or expulsion.

e. Restitution: Written notice that reimbursement for damage to, or misappropriation of, property, which reimbursement may take the form of appropriate service or other compensation.

f. Suspension: Written notice of exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

g. Expulsion: Written notice of termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

5. Notice of Institutional Rules

No conviction may be obtained or sanction imposed for the violation of an institutional rule unless such rule has been published by the institution and made available to the students.

6. Proscribed Conduct

The following misconduct shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in section 4 depending upon the disciplinary board's view of the relative seriousness of the violation:

a. Cheating and plagiarism.

b. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other School of Business Administration activities.

c. Harassment or physical abuse of any person invited or permitted to be on School of Business Administration premises or at a function sponsored or supervised by the institution.

d. Theft of or damage to School of Business Administration property or property of a member of the institutional community or institution premises.

e. Conviction or charge of committing a crime under such circumstances as to impair the School of Business Administration community's pursuit of its educational objectives, as provided in section 3.

f. Violation of any other rule of the School of Business Administration or the College of William and Mary, published and made available as provided in section 5.

7. Disciplinary Board

The disciplinary board of the School of Business Administration

shall consist of the Associate Dean for Graduate Studies; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two of the School's students who are in the M.B.A. degree program, at least one of whom is a full-time student. These student representatives are to be chosen by the School's graduate student organization. The concurrence of at least three members of the board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

8. Initiating the Case

a. Any academic or administrative official, faculty member or student may file a charge, in writing, with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the disciplinary board.

9. The Hearing

a. After receiving copies of the charge from the Dean of the School of Business Administration, the disciplinary board shall inform the

accused student that he shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five nor more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an adviser of his own choosing.

d. The disciplinary board shall hear the testimony of the witnesses subject to the right of cross-examination. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the disciplinary board members. This hearing record shall be made available to the accused student in order to aid him in the preparation of an appeal, if there be one.

f. After the hearing, the disciplinary board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case,

the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

10. Appeal

a. An appeal from a decision of the disciplinary board may be taken only by an accused student. Such an appeal shall be made first to the Dean and shall be made within ten days of the disciplinary board's decision. In the event of a denial of the appeal by the Dean, then the student may appeal to the President of the College of William and Mary or to an appeal body designated by the President within five school days of such denial.

b. An appeal shall be limited to a review of the full record made before the disciplinary board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the disciplinary board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the disciplinary board of a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

11. Disruptive Conduct Regulation

The disruptive conduct regulation on p. 42 of this handbook is hereby made part of this code.

C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

1. Title

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William & Mary, hereinafter called the "institution".

2. Conditions to Imposition of Disciplinary Sanctions, in General

a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge, and a fair hearing which shall include confrontation of witnesses against him and the assistance of counsel or an advisor of his own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the disciplinary board, hereinafter described, and to an appeal from and review of that board's decision.

3. Crime and Institution Discipline

a. If a student is charged with, or has been convicted of, a crime, the disciplinary board may, after an appropriate hearing and a finding that the institutional community's pursuit of its educational objectives would otherwise be impaired, impose its own sanction. In no event shall the sanction of expulsion be imposed until the

student has been adjudged guilty in a court of law.

b. Where a sanction had been imposed under subdivision a., and the student has been acquitted or the charge withdrawn in the court of law, the institution shall reinstate the student to his former standing.

4. Sanctions

The following sanctions, and no others, may be imposed upon students:

a. **Admonition:** An oral statement to a student that he is violating or has violated an institutional rule.

b. **Warning:** Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for a more severe disciplinary sanction.

c. **Censure:** A written reprimand for the violation of a specified institutional rule, including the possibility of a more severe disciplinary sanction in the event of the finding of another violation of an institutional rule within a stated period of time.

d. **Disciplinary Probation:** Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year. Violation of probation may result in suspension or expulsion.

e. **Restitution:** Reimbursement for damage to or misappropriation of

property. This may take the form of appropriate service or other compensation.

f. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

g. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

5. Notice of Institutional Rules

No conviction may be obtained or sanction imposed for the violation of an institutional rule unless such rule has been published by the institution and made available to the students.

6. Proscribed Conduct

Except for such forms of dishonesty as cheating and plagiarism, over which the Judicial Council of the institution and the Honor Code of the College of William and Mary shall continue to have exclusive jurisdiction, the following misconduct shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in Section 4 depending upon the disciplinary board's view of the relative seriousness of the violation:

a. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other institution activities.

b. Harassment or physical abuse of any person invited or permitted to

be on institution premises or at a function sponsored or supervised by the institution.

c. Theft of or damage to institution property or property of a member of the institutional community on institution premises.

d. Conviction or charge of committing crime under such circumstances as to impair the institutional community's pursuit of its educational objectives, as provided in Section 3.

e. Violation of any other rule of the institution or the College of William and Mary, published and made available to the law students as provided in Section 5.

7. Disciplinary Board

The disciplinary board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

8. Initiating the Case

a. Any academic or administrative official, faculty member or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the disciplinary board.

9. The Hearing

a. After receiving copies of the charge from the Dean of the institution, the disciplinary board shall inform the accused student that he shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five nor more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an adviser of his own choosing.

d. The disciplinary board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the

disciplinary board members. This hearing record should be made available to the accused student in order to aid him in the preparation of an appeal, if there be one.

f. After the hearing, the disciplinary board shall make a full report to the Dean of the institution, including a copy of the minutes and the board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

10. Appeal

a. An appeal from a decision of the disciplinary board may be taken only by an accused student. Such an appeal shall be made to the President of the College of William and Mary or to an

appeal body designated by him within ten school days of the disciplinary board's decision.

b. An appeal shall be limited to a review of the full record made before the disciplinary board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the disciplinary board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the disciplinary board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

THE HONOR CODE (Graduate)

The College of William and Mary has traditionally operated in all departments of instruction, with the exception of the School of Business Administration, under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the sine qua non of scholarship. It is assumed that to students embarking upon professional academic study the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies, with the exception noted, separately administers the Honor Code for its own members. Among graduate student bodies differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the Statement of Rights and Responsibilities.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association (representing students in both Arts and Sciences and Marine Science) and the School of Education Graduate Student Association shall appoint an Honor Council from among their members at the beginning of every fall semester to serve for one year. The number of members and the manner of selection shall be prescribed by each association's by-laws. The appointing authority shall designate one Council member as chairperson, and the

president of each association shall report the names of the members chosen to the Graduate Dean of Arts and Sciences or the Dean of the School of Education as is appropriate.

Allegations of honor violations shall be reported to the chairperson of the appropriate Honor Council who shall arrange for a hearing.

In conducting a hearing the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee with the exception that the Council chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Graduate Dean of Arts and Sciences or to the Dean of the School of Education or of Marine Science as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on discipline committees.

Infractions of the Honor Code

Infractions of the Honor Code are defined as follows:

- 1. Cheating.** Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgement of all sources of help. If the instructor should determine that such acknowledgement is not made according to the accepted procedures in the scholarly discipline involved, he may take into consideration such lack of scholarly standards when assigning a grade for the course.

2. Stealing. Stealing is the act of taking or appropriating without right or leave that which belongs to another with intent to keep or make use of wrongfully that which was taken. It is assumed that the individual will exercise good judgment in determining whether an act is an act of theft or merely an act of borrowing. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-college community.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse, but rather must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying. Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter, but later, on his own initiative, tells the truth concerning the same matter before he is confronted with committing a breach of honor, this shall be considered in his favor in dealing with his case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being

tried for an offense of the Honor Code on one count and lies while appearing before an Honor Council, he will be accused of committing an additional breach of honor. In such cases, a new trial will be held to determine the guilt or innocence of the accused on the additional charge of lying.

Amendment

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association with the concurrence of the President of the College upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

B. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

Judicial Council

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and By-Laws. The procedures for these two functions are indicated below.

Procedures For Honor Code Violations

Offenses Under The Honor Code

The following offenses are cognizable under the Honor Code: Lying, Cheating, or Stealing. (For the full text of the Honor Code, see the undergraduate honor code.)

Disciplinary infractions shall be dealt with by the Disciplinary Board as established by the Dean of the Law School.

Reporting a Breach Of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility not only to act honorably but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he will not accept dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Council affected to hold a meeting or meetings for investigative purposes and to summon witnesses to disclose to the Council any information requested that is relevant and within their knowledge.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him the opportunity to resign from the Law School immediately or to report himself to the Judicial Council. If the accused does not report himself to the Judicial Council within twenty-four hours, the accuser must report the case. Only in those cases where a direct challenge is not feasible, may he report the suspect directly to any member of the Judicial Council, who will in turn notify the accused of the accusation against him.

Investigations Of Alleged Dishonorable Practices

Whenever, in the opinion of the Chief Justice of the Judicial Council or a majority thereof, evidence of probable dishonorable practices should be sought and impounded, and there are reasonable grounds to suppose that such evidence may be found in a particular place, any member of the Council, when accompanied by an administrative official of the Law School, may enter any room or building within the jurisdiction of the Law School in search of such evidence, and, if found, may impound the same for such period of time as shall be necessary for investigation and trial.

Witnesses

A witness called to testify must appear before the Judicial Council and must give such testimony pertaining to the case as may be requested by the Council. Failure to testify or falsely testifying before the Judicial Council is in itself a violation of The Honor Code.

Failure To Stand Trial

Should a person leave the Law School after having been challenged without appearing before the Judicial Council for trial, the accuser shall report the name of the accused and the breach of honor to the Chief Justice of the Judicial Council. The Judicial Council shall then record the facts of the case and advise the Dean that the student withdrew under suspicion of a breach of honor.

Rights of Accused

The accused shall have the following rights in the event he elects to stand trial:

1. A right that the charges against him be reduced to writing and served on him personally by a member of the Judicial Council before trial. If these charges are so vague or indefinite as not to apprise fairly the accused of the charge or charges against him, he may ask for a more definite statement in writing as to time, place, and any other particulars relevant to the case, which shall then be furnished him promptly and reasonably in advance of the trial.
2. A right to a copy of the procedures established by the Judicial Council for Honor Code violations. This shall be given him at the same time he is served with notice of the charge or charges against him.
3. A right to have the opportunity to seek the advice of his family, teachers, or spiritual adviser, and that matters told in confidence not be disclosed.
4. A right to ask anyone who will not be a witness to be his counselor. If the accused does request a counselor, the duties of such counselor shall be as follows:
 - a. To explain to the accused his rights and duties.
 - b. To counsel the accused as to the best way to present any honest defense or mitigating circumstances.
 - c. During the trial, to question the accused and all witnesses, if he thinks such questioning may be helpful in presenting the case of the accused in the best

possible way; to raise objections to proceedings of the trial which might result in unfairness, such as the admission of prejudicial hearsay evidence; but he shall have no right to argue the case of the accused before the Council or to participate in the deliberation of the Council.

d. Not to disclose to anyone any matter relevant to the case that has come to him in his capacity as counselor unless expressly requested to do so by the accused himself.

5. A right to a trial at a proper time and place. In general, the trial should not be held with undue haste, nor, on the other hand, should it be postponed unnecessarily. Trials should not be held for too long periods of time without recess, or at unseemly hours. In general, there should be a recess every two hours, and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority ask that proceedings be recessed.

6. A right to summon witnesses and to testify in his own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.

7. A right to be confronted with the witnesses, and to question them.

8. A right that he not be tried for two unrelated offenses in the same trial.

9. A right that he not be tried for

one offense, e.g., cheating, and convicted on another, e.g., lying before the Council, without the same opportunity to defend himself against the other charge.

10. A right that his or her husband or wife, or brother or sister of the full blood or of the half blood or by legal adoption, not testify against him.

11. A right, before official notification by the Dean of the final verdict and penalty, to attend classes^{*} and to participate in any college function, except to participate in graduation exercises, receive a degree or to receive academic credit for courses taken during the semester in which the violation is alleged to have occurred.

12. A right to elect to be tried separately where he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense request separate trials, they may be tried jointly or separately as the Council directs.

13. A right to present evidence of extenuating circumstances.

14. A right to an acquittal unless at least four out of five members of the Council believe that the charge or charges against him have been proved beyond a reasonable doubt.

15. A right, in event of acquittal, that the minutes and recordings of his trial be destroyed promptly.

16. A right to request the Dean of the Law School to review a finding

of guilt and the propriety of the penalty. This right must be exercised promptly after notification to the accused of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any Law School function while his request is under consideration.

17. If a review by the Dean does not satisfy the accused, he may further appeal to the President of the College. This right must be exercised promptly after notification to the accused of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any Law School function while his request is under consideration.

Duties Of The Accused

If he elects to stand trial, the accused shall be under the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.

2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him to the probability of a criminal prosecution, in which case the accused, if he does not wish to answer, shall so state.

Rights Of The Accuser

1. An accuser shall have the right to appear as a witness and present his case so that he can satisfy himself that his complaint is being properly heard.

2. He shall have a right to be advised of the final decision.

Conduct Of Trial

1. Every trial shall be conducted by a Council of five members. Should any of the regular members be unavailable, the Chief Justice, with the advice of the members who are available, may appoint any member of the student body as temporary member of the Council for the duration of the present trial. In the absence of the Chief Justice, the Assistant Chief Justice shall perform all the functions that would otherwise be performed by the Chairman. In the absence of both the Chief Justice and Assistant Chief Justice, the remaining members shall elect an acting Chief Justice.

2. The Chief Justice of the Council shall preside, unless disqualified.

3. The accused and all witnesses shall be reminded that lying in a Judicial Council trial is itself a violation of the Honor Code.

4. The initial questioning of the accused and witnesses shall be done by the Chief Justice. When he is through questioning, each member of the Council shall be given the privilege of asking additional questions. Then the accused may ask additional questions, and so on, until all parties are satisfied that the witnesses can furnish no

further information. Hearsay evidence may be heard at the discretion of the Chief Justice, when some useful purpose may be served thereby, and there is some guarantee of its reliability. The Chief Justice shall pass on all questions raised as to relevancy of proffered evidence, and where no unfairness is likely to result, may depart from the order of procedure set forth above.

5. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine them during the course of the trial.

6. Witnesses may be recalled by the accused or at the discretion of the Chief Justice of the Council.

7. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.

8. Any student who in the opinion of the Council refuses to testify or who refuses to testify frankly and fully shall be liable for appropriate action by the Judicial Council.

9. If four or more of the five members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he shall be deemed guilty as charged; otherwise he shall be acquitted.

10. The Council, after having found an accused guilty, shall by a majority vote of the Council recommend the penalty. In determining guilt or innocence it is not proper to consider extraneous matters.

11. If the finding be one of guilt, that fact shall be reported in writing to

the Dean along with the recommended penalty and any alleged exceptional extenuating circumstances. The accused should be notified only of the finding of guilt and told that the Dean will in due course notify him of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

12. If the finding be one of innocence, the accused should be notified of that finding.

13. There shall be no spectators at trials held by the Judicial Council. At the request of the accused, an observer acceptable to the Dean shall be permitted to be present during the trial. The Law School in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberation of the Council.

14. A Justice of the Council, appointed by the Chief Justice, shall take and keep minutes of the proceedings. Recording devices may be used if they are under the control of the Council.

15. If the accused is acquitted, the minutes and recordings of the meeting shall be destroyed immediately thereafter.

16. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council. A member may also disqualify himself or may be disqualified by the Chief Justice because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.

17. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

18. A failure to follow any of the above stated rules shall be grounds for a mistrial unless such failure is not prejudicial to the accused.

Penalty For A Breach Of Honor

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when in the opinion of the Council conclusive reasons for doing so exist. Lesser penalties may be imposed in the discretion of the Council.

If, after trying a case, four of the five members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Judicial Council shall immediately report its findings and recommendation to the Dean.

After reviewing a case, the Dean shall notify the accused of the *final* verdict and penalty. Penalties shall be imposed promptly and in the case of dismissal, the Dean shall have the Alumni Secretary informed, and shall have the facts recorded on all official records. These actions must take place within two weeks of the Council's verdict.

Public Notice Of Actions Taken

After the expiration of two weeks from the completion of any case, a

notice of the charge, verdict, and the penalty shall be sent to the Editor of the *Amicus Curiae* along with a request that it be printed in a conspicuous place in that paper. The notice shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case, and provided further that such evidence in the opinion of the majority of the Council would be apt to change the verdict of the original trial. In such cases either the accused or the Law School may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew. A verdict of innocent is not subject to reopening.

Stale Cases

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

Amendment

Amendment of these procedures requires a majority of the Judicial Council.



C. BY-LAW OF THE GRADUATE STUDENT ASSOCIATION REGARDING SELECTION OF AN HONOR COUNCIL

The Council of the Graduate Student Association in September of each year shall appoint five of its members to serve as an Honor Council, designating from among them a chairman and a vice-chairman, and shall appoint two of its members in addition to serve as alternates for the Honor Council. The president of the Graduate Student Association shall inform the Graduate Dean of Arts and Sciences of the names and addresses of the persons appointed.

D. ARTICLE X OF THE CONSTITUTION OF THE SCHOOL OF EDUCATION GRADUATE STUDENT ASSOCIATION RELATING TO THE APPOINTMENT OF AN HONOR COUNCIL

Honor Council

The President of the School of Education Graduate Student Association shall be the chairman of the School of Education Honor Council. He shall appoint four additional members to the Honor

Council when an infraction has been referred to the council for action. If possible, at least one member shall be appointed from each program in the School of Education.

Reporting Of Honor Violations

Suspected Honor Code infractions may be reported to the Dean, School of Education, or Chairman of the Honor Council.

E. ARTICLE IX OF THE CONSTITUTION OF THE STUDENT BAR ASSOCIATION RELATING TO THE JUDICIAL COUNCIL AND THE HONOR CODE

Section 1. The judicial power of the Student Bar Association shall be vested in the Judicial Council to be composed of a Chief Justice and four Associate Justices. Only issues arising under or connected with:

- a. the interpretation of this Constitution and by-laws pertaining thereto
- b. the dismissal of officers of the Association
- c. the application of the Honor Code to the members of the Association

shall be adjudicated by the Judicial Council.

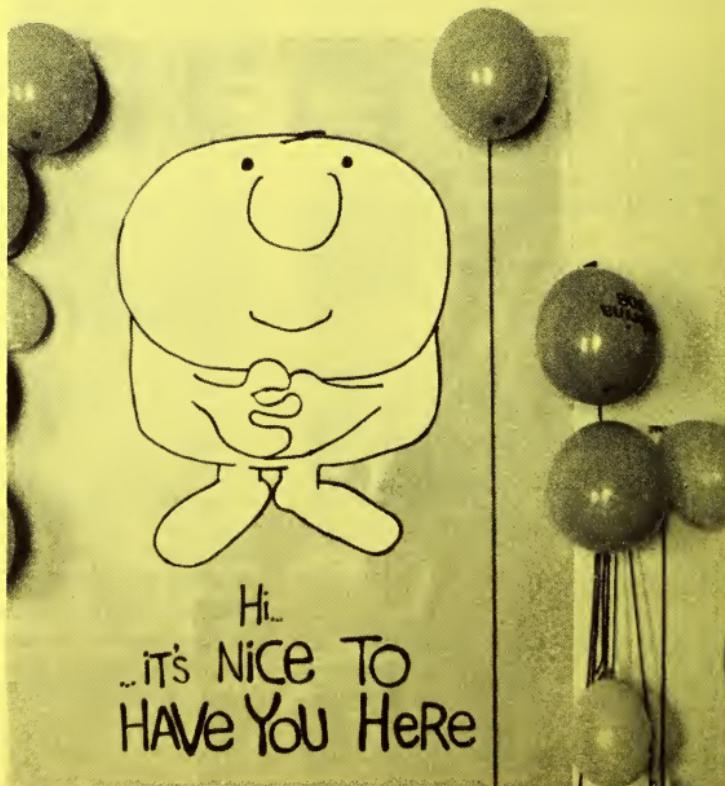
Section 2. The dismissal of any officer of the Association shall be based upon a unanimous finding by the Judicial Council of gross misconduct bringing discredit upon the office and the Law School.

Section 3. All members of this

Association are subject to the Honor Code as administered by the Judicial Council. The Honor Code includes, but is not limited to, applicable portions of the Honor System of the College of William and Mary and such provisions as the administration, faculty, and Judicial Council of the Law School shall from time to time prescribe. Generally, the standard of conduct to be adhered to by the students of this law school shall be in accordance with the highest standards expected of members of the Legal Profession. Any member of this Association convicted of an honor

offense by the Judicial Council shall have a right of appeal to the Dean of the Law School.

Section 4. The Chief Justice and the Associate Justices shall be appointed by the President of the Association with the consent of a majority of the Executive Council. The Chief Justice and Associate Justices shall hold their offices until they cease to be a member of the Association. No member presently holding an office on the Executive Council may serve on the Judicial Council.



Intramural Sports

All students are encouraged to participate in the intramural sports program, whether it be in team or individual sports. Entries may be made up from residence halls, schools, sororities, fraternities, or independent groups of individuals. Male students enrolled at the College are eligible to compete in the following intramural activities: badminton, basketball, bowling, free throws, golf, handball, horseshoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. The women's program offers competition in archery, badminton, basketball, bowling, bridge, softball, swimming, tennis, track and field, and volleyball.

The purpose of the intramural program is to offer every student and staff member an opportunity to participate as often as time and interests permit and to provide as inclusive a program as funds and facilities permit. Men's intramurals are under the auspices of the Department of Physical Education for Men and the women's program is planned and administered by the Women's Recreation Association, a student organization, with the assistance of the faculty of the Department of Physical Education for Women.

Reserve Officers Training Corps

Army ROTC provides students the opportunity for a viable career option at graduation. Participation in this unique program will develop leadership/management abilities, build technical skills, and lead to a commission as a second lieutenant. The program allows flexibility in meeting requirements and is interesting and challenging. Three and two-year scholarships, which include tuition, books, fees and one hundred

dollars per month (tax free), are available on a competitive basis to those enrolled in the program. Non-scholarship cadets receive one hundred dollars per month during their junior and senior years. Information is available at the Department of Military Science, Blow Gymnasium, ext. 366 or 368.

Fraternities and Sororities

Because of the smallness of Williamsburg and the campus, social outlets are rather limited and the fraternities and sororities, therefore, assume a fairly important role in the student social life. Most houses schedule social activities each weekend. In addition, the Interfraternity Council and the Panhellenic Council sponsor all Greek activities, such as dances and concerts, each year for the entire student body. Each house is an active competitor in all the intramural sports. Collectively and individually Greeks participate in campus, community, and national service projects and in student government activities.

Self-government is encouraged within the sorority and fraternity systems through the efforts of the Panhellenic and Interfraternity Councils, respectively. Each body is composed of elected representatives from the chapters and is primarily responsible for the establishment and enforcement of rush regulations.

William and Mary Greeks operate under a delayed rush system, with Freshman men and women being ineligible to join until second semester. Sorority rush takes place the week prior to the beginning of second semester, with Fraternity rush following the first week of classes in the semester. Because of the delayed rush system, Freshmen are prohibited

during the first semester from Sorority Court and the Fraternity Complex, except for Panhellenic or I.F.C. rush functions.

Even though each fraternity's and sorority's fee differs within specific categories the overall cost is about the same. The average cost per year after initiation for sororities is \$130.00 and for fraternities about \$150.00. Altogether, sorority or fraternity membership throughout college may cost around \$550.00. To help defray the cost of sorority membership, the Panhellenic Council each year awards several scholarships to sorority women. In addition, Panhellenic awards a scholarship on the basis of scholastic achievement and financial need.

There are 12 chapters of national social fraternities on the campus: Kappa Alpha, Kappa Sigma, Lambda Chi Alpha, Phi Kappa Tau, Pi Kappa Alpha, Pi Lambda Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Sigma Pi, and Theta Delta Chi. There are 9 chapters of national sororities: Alpha Chi Omega, Chi Omega, Delta Delta Delta, Gamma Phi Beta, Kappa Alpha Theta, Kappa Delta, Kappa Kappa Gamma, Phi Mu, and Pi Beta Phi.

For specific information regarding

Greeks, contact the Director of Student Activities.

"Help Unlimited"

"Help Unlimited" is a new program on the William and Mary campus this year whose purpose is to coordinate the volunteer services presently being carried on by many service and social organizations. "Help Unlimited" will attempt to give our volunteer programs new direction and meaning. The needs of the community will be determined by close coordination with the public agencies in and around Williamsburg including its public institutions. The students on campus that have indicated a willingness to participate in volunteer work will be matched with these needs to maximize efforts. The program will be coordinated by the Director of Student Activities and in its first year will be aided by a grant from ACTION. The program at William and Mary will serve as a pilot program for other institutions in Virginia with the aid of the State Office on Volunteerism. It is hoped that when approached, students will give their time and efforts to make this a meaningful and worthwhile program. For additional information please call Ken Smith, Director of Student Activities, extension 557.



PUBLICATIONS AND THE MEDIA

Publications Council: Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for the undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Director of Student Activities, the editors of the student publications, the station manager of WCWM, and the chapter president of Pi Delta Epsilon (the national communications collegiate fraternity), are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budgets of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle dispute which may arise as a result of published or aired materials.

Under the supervision of the Council are: *the Flat Hat*, *the Colonial Echo*, *the William and Mary Review*, *the Amicus Curiae*, and *WCWM-FM*.

Green and Gold: The freshman register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

Containing campus telephone extensions and information concerning "whom to see about what," the booklet is a helpful introduction to campus life. *Green and Gold* is distributed to the entering students at the first of the year; after that time, upperclassmen and organizations who wish to purchase the extra copies may contact the Senior Class through the S.A. office, ext. 350.

Flat Hat: A weekly newspaper, edited and written by students, reports, analyzes, and provides commentary on campus life. Distributed in the residence halls, additional copies are available for commuting students and graduate students at the Information Desk of the Campus Center, the Library, and the campus switchboard. For information contact the *Flat Hat* office, Campus Center basement, ext. 280.

William and Mary News: A College publication carries all official memoranda of the Administration. Published weekly by the College News Office, copies are available at the Campus Center, the Library, the Switchboard, and the Campus Post Office in Old Dominion Hall. Each issue includes a *Calendar of Events* and a classified advertising section. The News Office is located at 125 Richmond Road (across from the President's House). Call ext. 371 for information.

Colonial Echo: The College yearbook published annually by a student staff gives an illustrated chronicle of the past year. The staff office is located in the Campus Center (2nd floor, ext. 317) where the books are distributed to all students in late spring. The cost of the yearbook is covered by the Activities Fee (included in the Tuition and General fee) paid by each student.

William and Mary Review: As the College's literary publication, the *Review* is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays and reviews are welcomed from all interested students. The *Review* office is located in the Campus Center (2nd floor, ext. 317) where material submitted for publication is received.

WCWM: 89.1 on your FM dial marks the spot of WCWM, the College's non-commercial radio station. The station is staffed entirely by students and offers a wide variety of music and programming, from rock to classical and from local public service announcements, to nationally syndicated newscasts. Special interest programs involving students, faculty, administration are aired regularly. The studios are located in Phi Beta Kappa Hall. Call ext. 544 for information.

Law School Publications

The *Amicus Curiae* is the official SBA newsletter. Published in the form of a bi-weekly newspaper, it is written and edited through the efforts of a

volunteer staff. It serves as a forum for student, faculty, and administrative ideas and provides news of current events in and around the Law School.

The *William and Mary Law Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. *The Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members and promotion to staff is based upon proficiency in legal writing. One semester of degree-earning credit is given for each semester a student serves on the staff.



ANNUAL HAPPENINGS

Book Fair

At the beginning of each semester, the Student Association sponsors a gigantic Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate because nobody likes cleaning up the place. The Book Fair is really a good opportunity for you to save on textbooks and, if you wish, get rid of your old ones.

Raft Debate

The Philosophy Club each year sponsors the lively competition known as the Raft Debate. The debate participants are three faculty members, each representing one of the three major disciplines: humanities, social sciences, and natural sciences; a Devil's advocate; and a moderator. The scene is a raft in the middle of the ocean with room for only one person. The participants argue the various merits of their respective disciplines, the devil's advocate arguing that *none* is worth anything at all. After the debate, the audience determines through its applause who should survive. The Raft Debate is held in April of each year--don't miss it!

Convocations

During the academic year, there are two Convocations: one on Charter Day to commemorate the granting of the Royal Charter to the College in 1693, and the second an Honors Convocation held in the spring to recognize those students and faculty members who have made outstanding achievements in scholarship, leadership, and service to the College and community. All students are urged to attend these Convocations.

Free University

Free University is described by the Student Association coordinators of the program as "an adjunct to the classroom experience . . . people teaching each other things that are not taught anywhere else on campus." Free University has three 6-week sessions during the academic year. For further information, contact the S.A. office, ext. 350.

Homecoming

Probably the largest weekend of the year for activities and events, Homecoming signals the return to the William and Mary Campus of many alumni and friends. A major attraction of the festivities is the Homecoming Parade where fraternities, sororities, and other campus organizations vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by President Graves. Following the game, Fraternity and Sorority houses are open for receptions in honor of returning alumni. The weekend also features a dance and concert in William and Mary Hall sponsored by the Student Association.

Yule Log Ceremony

The annual Yule Log Ceremony, sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Recess. The ceremony consists of the lighting of a tree on the rear portico, singing of Christmas carols, reading from the Scripture, a brief history of the Yule Log Ceremony, and the bringing in of the Yule Log. The ceremony culminates with the serving of hot cider and cookies and more singing of carols.

Black Culture Week

The Black Student Organization each year presents a week of activities designed to expose the community to Black Thought and Art. Black Culture Week in the past has featured such outstanding Black speakers, as Dick Gregory, Ossie Davis and Ruby Dee, dance groups, gospel choirs, and exhibits of renowned Black artists. A major feature of Black Culture Week is a talent show presented by members of the BSO for the enjoyment of the community. It is hoped that, through the activities of Black Culture Week, members of the College and local community will become more aware of the Black Movement in this country and the heritage of our Black citizens.

Midwinters

Each winter (sometimes close to Spring!) the Student Association and Senior Class sponsor the Midwinters Dance, a college-wide event in the likes of the Homecoming Dance. Usually, continuous music is provided for the dance by two of the more popular bands in the area and, when feasible, a rock concert is scheduled to make Midwinters a weekend affair.

Parents' Weekend

The Association of Parents (to which your parents automatically

belong because you are a student here) and the Student Association co-sponsor an annual Parents' Weekend. The date is set for a weekend in the fall, usually October, when the weather is normally lovely so that your parents may enjoy being in the surrounding area as well as visiting the campus. The program, planned by a joint student-parent committee, includes academic and social contacts with faculty and administration, discussion groups, a picnic lunch, a home football game, and entertainment. Altogether, the activities of Parents' Weekend enable your parents to become better acquainted with student life on this campus. Dean Moseley serves as the coordinator of the special event and as administrative liaison to the Parents' Association.

Physical Education Night

Each year, the P.E. Majors Club and the Departments of Physical Education sponsor an evening of physical education for the benefit of the local and College communities. Past performances have included the Danish and Marvateen gymnastic teams and the Philadelphia Atoms soccer champions. Proceeds from P.E. Night are used to sponsor a summer high school athletic trainers' clinic.

Student, Faculty Exhibits

Andrews Hall houses throughout the year displays of art work by students and faculty members of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. The exhibits range from paintings to pottery and are always open to students with no admission charge.

Botetourt Gallery and Museum; Special Collections

The Botetourt Gallery exhibits collections of art unique from their historical value and their relationship to the College. Included in the collections are paintings of the Bolling and Randolph families, which are on permanent exhibit, and others from among the College's collection.

The Botetourt Museum houses many of the College's artifacts, such as the mace and the boundary stone, in addition to featuring special exhibits from the Library's holdings or on loan from other institutions.

The balance of the Bolling-Randolph Family Portraits hang in the *Virginia Room* which also contains the Virginia Collection. The collection is noteworthy for its special relevance to the Commonwealth of Virginia.

The *Tucker-Coleman Room* is a tribute to the late St. George Tucker, second law professor of the School of Law, and members of his family. In it you may find books from his personal library in addition to interesting items of personal and family memorabilia.

The *Rare Books Room* houses a portion of the College's general rare books' collection.

Art Loft; Twentieth Century Gallery

The Art Loft, located on Prince

George Street, and the Twentieth Century Gallery, at the corner of D.O.G. and Henry Streets, feature commercial exhibits for display and sale. The works are either those of local artists or imported. Both places are great for unusual and valuable gifts.

The Sidewalk Art Show; The Occasion For The Arts

The Sidewalk Art Show and The Occasion for the Arts are outdoor art and crafts displays held every year in the Merchant Square section of Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by the Chamber of Commerce; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

Both shows are exciting and interesting, lending an air of festivity to the city of Williamsburg. Students, in addition to many local and non-local artists, may exhibit and sell their arts and crafts by contacting the sponsoring organizations. Of the many things to do in Williamsburg, these two art festivals are musts!

The Abby Aldrich Rockefeller Museum

The Abby Aldrich Rockefeller Museum, located on Francis Street adjacent to The Williamsburg Inn, houses a collection of American Folk Art. Some of the displays are permanent while others are changing. Especially interesting and unique are the Christmas displays. Your College I.D. will serve as your admission ticket.

Anthropology Department Museums

The Anthropology Department has a room in the basement of Washington Hall which is designated the Harley Museum and houses a general African

anthropological collection. Because many of the artifacts are not encased, the museum is always locked when not in use. However, you may browse through it with the permission of any of the professors in the Department.

The first floor of Washington Hall is lined with cases containing finds from the Flowerdew 100 site. Flowerdew is a local archaeological project.

Classics Library

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to several interesting artifacts. Though the door is locked, you may ask a member of the department to admit you.

William and Mary Choir and Chorus

The nationally renowned William and Mary Choir and the William and Mary Chorus provide interested students the opportunity to participate in superb choral presentations annually while, at the same time, furthering their musical ability. In addition to the honor and the aesthetic satisfaction which membership in the organization bestows, students may receive academic credit for their participation.

The Choir is a coed organization while the Chorus is all female. At Christmas and in the spring, the two groups present a joint concert, and these performances are known for their consistent artistic excellence. Tickets for Choir and Chorus concerts may be purchased prior to the performances from any member and a limited supply of tickets is available at the Phi Beta Kappa Hall box office on the nights of the performances. For further information about programs and auditions, contact Prof. Frank Lendrim in Ewell Hall.

The William and Mary Band

The College Band serves as a dual organization during the academic year. For the football season, the Band performs as a marching unit and is highlighted in pre-game and half-time shows and parades, appearing at both home and "away" games. After the football season, the Band functions as a concert organization, presenting formal and informal concerts on campus and on tour. Band members, may receive academic credit for their participation in the band while, at the same time, enhancing their musical abilities. Auditions for the Band are held each fall in Ewell Hall.

The William and Mary College-Community Orchestra

The William and Mary College-Community Orchestra is an organization devoted to the study and performance of the best in orchestral music. The organization consists of a chamber orchestra and smaller ensembles composed of the more advanced players. In addition to its annual concert, the Orchestra participates in many of the William and Mary Theatre productions and special performances in the community. For further information, contact Mr. Alan Stewart in the Music Department.

Recitals

Each year, senior students enrolled in music classes participate in recitals which are open to the general public at no admission charge. The recitals are held in the Campus Center Ballroom. Soloists in piano, voice, strings, woodwinds, and brass perform masterfully. For further information, contact the Music Department.

Sinfonicron

Sinfonicron, representing the combined efforts of Phi Mu Alpha

Sinfonia and Delta Omicron, presents a Gilbert and Sullivan operetta each year. Recent past performances have included *Iolanthe*, *Patience*, *The Mikado*, and *Pirates of Penzance*. The operettas are held in Phi Beta Kappa Hall.

Concerts

Organ concerts are presented every Saturday morning in Wren Chapel. These concerts are free and open to all members of the College community.

On Tuesday and Saturday evenings during the year and on Tuesday, Thursday, and Saturday evenings during the summer, Bruton Parish Church hosts a concert series known as *Bruton by Candlelight*. The concerts feature a wide selection of musical presentations and are open to the general public at no cost. Concerts begin at 8:00. (The Church opens at 7:30, but many students prefer to listen from the Church graveyard.)

Many other concerts are hosted by Colonial Williamsburg each year. Presentations are rich and varied with musicians of all types participating. Special emphasis is on colonial music, with the drum and fife corps performing frequently. For information about these concerts, check "How to see Williamsburg This Week" (copies available at the Campus Center, Information Center, and throughout C.W.).

The William and Mary Concert Series

The William and Mary Concert Series, sponsored by the Committee on Concerts, presents annually a wide variety of musical features. The programs, which range from full symphony orchestras to soloists in dance and music, are known for their high calibre of professional artistry and uniqueness of offerings.

William and Mary students may buy season tickets for \$10 and patrons for \$15. General admission tickets, if available, are \$3 for William and Mary students, staff and faculty and \$4 for other patrons and may be purchased at the Campus Center Desk prior to performances. Any remaining tickets are sold at the door on the night of the performance. All concerts are in Phi Beta and begin promptly at 8:15 p.m.

The Sunday Series

The Sunday Series, also sponsored by the Committee on Concerts, presents several concerts annually. The program features artists in different and unusual musical fields; the focus is primarily on individual performers, with both rising and professional artists performing each year. Recent performances have featured the harpsichord, recorder, harpists and other conventional/non-conventional musical instruments/instrumentalists.

The concerts are held on Sunday afternoons in the Campus Center Ballroom, beginning at 4 p.m., and are open to the general public. Though there is no admission charge, a silver collection is taken at the end of each performance.

Other Concerts

William and Mary Hall hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Recent concerts have included the Grateful Dead, Jefferson Starship, and Up with People. Tickets for Hall events can be purchased at the Box Office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington,

a convenient 3-hour drive from Williamsburg. If you need transportation, check the bulletin board in the Campus Center as many notices of rides are posted there.

The Cry of Players . . .

William and Mary Theatre: The William and Mary Theatre presents four plays each season, and students are invited to audition for any of the productions. The plays are directed by members of the faculty of the Theatre Department, assisted by student directors. Technical work is done almost exclusively by students under the auspices of the Department of Theatre and Speech.

In addition to the four season plays, the William and Mary Theatre Department hosts two professional travelling shows each year. Students may purchase season tickets for all six shows at \$12 or for the four William and Mary productions at \$7. Additional tickets, if available, are sold at the Box Office in PBK Hall during the week of the performance and prior to each nightly performance. The curtain rises promptly at 8:15 p.m.

Premiere Theatre: Premiere Theatre each year presents a series of original plays written and produced by students. In addition, students do all the acting, directing, and technical work. The emphasis in Premiere is on developing theatrical talent. Selection of plays is by a committee of several students and a faculty advisor.

Director's Workshop: Director's Workshop is the lab portion of the Theatre Department's Directing course. Well-known plays by prominent artists are directed by students with all-student casts. Productions are in Phi Beta and William and Mary students are

admitted without charge.

Backdrop: The Backdrop Club, a group of students who participate regularly in theatre, music, and dance, each year sponsors an original or well-known production. Backdrop allows interested students to combine their musical and theatrical talents. Recent productions include *Marat Sade* and *Cabaret*, in addition to several original plays by students at the College. Backdrop auditions and plays are held in the spring.

For further information regarding participation in or presentation of William and Mary productions, contact the Theatre Department.

The Williamsburg Players: The Williamsburg Players is a community-based theatrical group which presents 4 to 5 plays annually at the *Hilton 1776*. Students are invited to audition for and/or attend these productions. Further information may be obtained by calling 229-1679.

Campus Movies

The *Student Association Film Series* presents each week of the regular session a top-rated current film and, as a second feature, a classic or foreign film. Last year's series featured such films as *The Godfather*, *Last Tango in Paris*, *American Graffiti*, *Paper Moon*, and a number of Bogart, Marx Brothers, and Chaplin greats.

S.A. films are shown each Friday night (except as noted on the film schedule) in William and Hall. Admission is by season pass only, which can be purchased for a nominal fee at registration, the Campus Center front desk, in the S.A. office, or after any film night. All William and Mary students, staff, and faculty members with current I.D. may purchase tickets.

Other Films

Several campus organizations and departments sponsor films on a regular basis for the College community. Included among these are Civilization films Audubon films, Outing Club films, and French House and German House weekly films. Check the *William and Mary News* Calendar for up-to-date information.

Local: The Williamsburg Theatre, located on the Duke of Gloucester Street, shows first-run films in the evenings and a series of afternoon films about the crafts of Williamsburg.

The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films. Transportation to the Cinema is available via the JBT buses.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas. Though access to these is limited by their distance, students with cars will have no problems as each is within an hour or so of Williamsburg.

Check the *Daily Press* and *Richmond Times-Dispatch* for listings of theatres and films.

Busch Gardens

A new entertainment center opened last spring after almost two years of construction: Busch Gardens' Virginia home, "The Old Country." Presenting a panoramic view of England, France and Germany, the theme park is located on US Route No.60, adjacent to the Anheuser-Busch Company, five miles East of Williamsburg. During the summer the hours are 10 a.m. to 10 p.m. and, after September 1, from 10 a.m. to 6 p.m.

Speakers' Series

Student Association Speakers'

Series: Each year, the S.A. brings to campus two or three prominent and, sometimes, controversial speakers. Past appearances have included John Dean, Bernadette Devlin, William F. Buckley, Jr., and Ramsey Clark. In addition, the S.A. invites individuals in state and local government to address the student body. S. A.-sponsored speakers' programs are open to the student body at no charge.

Committee on Lectures: The college-wide Committee on Lectures awards grants of \$150 to organizations and departments in an attempt to supplement efforts to defray the costs of honoraria and other expenses. When possible, organizations use the \$150 to sponsor more than one speaker. Very often speakers from neighboring institutions, embassies, local businesses, etc., can be obtained for nominal expenses.

To apply for a grant from the Committee on Lectures, submit a brief account of the type of speaker desired and the purposes for which the guest is being invited and submit the request to the Chairperson of the Committee.

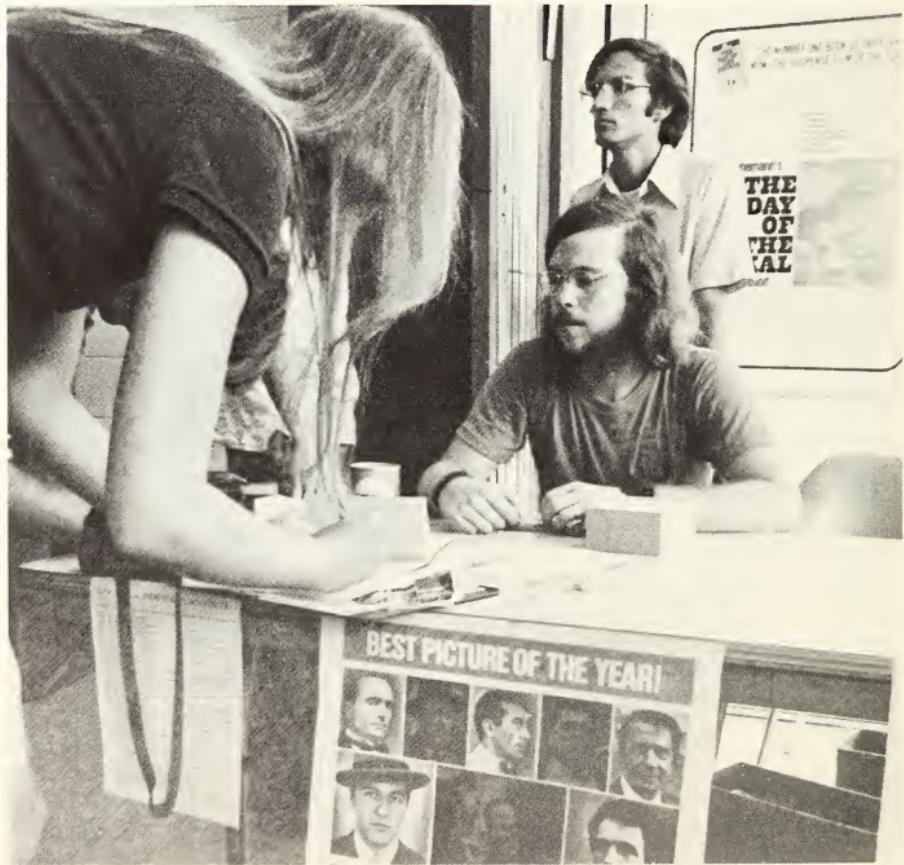
Project Plus Forum: The Project Plus Forum, a constituent part of the regular Project Plus academic program, focuses on the yearly theme selected by members of the Project. The single forum plays a unifying role for the members of the Project and serves as a vehicle for lectures by faculty from outside as well as from within the Project, for guest lecturers from beyond the College, and for films, debates, special programs, and common reading. The forums, held on Wednesday nights in Millington Auditorium, are generally open to all students.

College-Wide Reading Program: The College-Wide Reading Program is an attempt on the part of students,

faculty members, and administrators to foster a sense of community within a setting unrestricted by roles or particular disciplines. Each year, a steering committee selects a theme around which they develop an integrated program, consisting of several readings, various speakers, and occasional weekend retreats. Though participation is voluntary, you are strongly encouraged to take advantage of the opportunity afforded by the C-WR for extracurricular involvement in a program that is stimulating and rewarding.

Visiting Scholar Series: The Visiting Scholar Series features each year individuals who have attained a high degree of prominence and expertise in their chosen fields. Notice of their speaking engagements is posted in conspicuous places around campus.

In addition to College-wide lectures, many departments and schools host speakers who have developed special proficiency within their respective disciplines. Notice of these lectures is posted on departmental bulletin boards and in the *William and Mary News*.



FOR YOUR INFORMATION

Announcements

If you wish to have announcements made, you may utilize several sources:

William and Mary News, ext. 371

The *Flat Hat*, ext. 280

Local newspapers

WCWM, ext. 544

Local radio stations

In addition, the S.A. film series director makes announcements before the films every Friday night, and the S.A. and the Campus Center publish a large monthly Calendar of Events on which your activity may be posted. Call the S.A. office, ext. 350, or the Campus Center, ext. 235.

Bicycles

Bicycles, which have always been popular at William and Mary, provide a convenient form of transportation and exercise, while at the same time allowing you to avoid the hassles of getting to class late or trying to park a car. Remember, however, that all bikes must be registered with the city of Williamsburg. Bike registration is at the Municipal Building, 412 North Boundary Street, and costs \$1.00. Be sure to take your bike with you when you register it.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus and in the City. Always lock your bike, preferably to a post, tree, or railing. Remember that you cannot keep your bike in the hallways (fire regulations), but you may leave it in your room when school is not in session (such as, during the Christmas break). Bikes may *not* be left in the rooms over the summer.

Booking Bands

If you wish information on bands or the procedure for booking bands, call the S.A. (ext. 350), or Ken Smith

(ext. 557) or the Hoi Polloi (229-9585).

Buses

The William and Mary Bus System provides free transportation for all William and Mary students. There are two routes, each with its own schedule. Buses with green signs in the window serve the Williamsburg and Monticello Shopping Centers with stops at Blow Gym, Barrett, duPont, the Commons, and the Fraternity Complex. Buses with yellow LUDWELL signs serve Ludwell Apartments, with stops at the Bookstore, Brown, William and Mary Hall, the Commons, and duPont. The buses run approximately every half hour from 7 a.m. to midnight (later on weekends). For exact times, check the schedules printed in the *William and Mary News*. Because buses have been known on occasion to run late, try to take earlier buses for classes and other events with special hours.

If you are waiting for a scheduled bus and it doesn't show within a reasonable length of time, call Maintenance at ext. 383. Remember, however, that the drivers do have scheduled breaks, so some waits are naturally longer than others.

Bus Rental

Student organizations wishing to rent College buses must fill out the necessary forms in the office of the Director of Student Activities. The request will then be forwarded to the Maintenance Department and, if available, a bus and driver will be provided.

Checks

Checks (maximum \$25) may be cashed on a limited basis at the Treasurer's Office in James Blair Hall.

Local banks and merchants will generally cash student checks. Be sure to carry your College I.D.--you can't cash a check without it.

Most Williamsburg stores accept checks in payment (so does the College). Many businesses will accept checks for more than the amount of purchase; however, the willingness to do so usually depends on how much cash in on hand, so always be sure to find out whether the store will accept a larger check before writing it.

The main Post Office usually won't accept any kind of check, so try to carry cash for business there.

College Name

Any organization(s) or individual(s) who wishes to use the College name in any manner whatsoever, other than to identify himself or herself as a student or student organization of the College, can do so *only* at the *express* direction or with the permission of the President or his agent. In this context, it is important to note that the President is the official spokesperson for the College and, as such, can disclaim any implicit or explicit use of the College's name which he or his agent has not authorized. It is also important to point out that College organizations represent themselves, *not* the College.

(See also, "Statement of Rights and Responsibilities", III, E.)

Contracts

Students or student organizations may not sign contracts in behalf of the College or organizations whose main source of revenues is derived from the Student Activities Fee. If you or your organization need to have a contract signed, submit it to the Director of Student Activities (Campus Center, ext. 557) for review and proper

signature. The College will not assume any responsibility for fees or damages resulting from contracts signed by unauthorized persons.

Day Students

All of the offerings of the campus, other than those specifically related to residential living, are available to day (non-resident) students, consisting of the following groups:

- (1) Those whose homes are in the area and who reside with their parents or guardians
- (2) Those sophomores, juniors and seniors living off-campus
- (3) Married students
- (4) Graduate students

Off-campus student records related to local housing and telephone numbers are maintained in the Office of the Associate Dean of Students for Administration on the second floor of James Blair Hall.

Departmental Offices

Departmental offices maintain files related to graduate work in the field or other related areas. Check also with your department for information relating to special programs, degree requirements, and other academic matters.

Distribution of Literature on Campus

The distribution of any literature on campus must be conducted only by an officially recognized College organization. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Director of Student Activities. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also, "Statement of Rights and Responsibilities," III, E.)

Foreign Students

William and Mary includes among its student body a number of students from other nations. These students are quickly integrated into the College community, living for the most part on campus and attending regular classes. Special orientation programs for foreign students are sponsored by several departments and individuals. In addition, the Foreign Student Advisor, Dean Albert, serves as counselor to foreign students, advising them on all matters of concern, while at the same time coordinating plans for social and enrichment programs.

Handicapped Students

The College serves an increasing number of handicapped students. Special programs, counseling and other services related to the handicapped are provided by Dean Moseley, whose office is on the second floor of James Blair Hall.

Identification Cards

College I.D.'s are absolutely essential for almost everything at the College, and especially for any sort of financial transaction. I.D. pictures are taken during the spring for all returning students and during registration and validation for all entering students or students who failed to have them made during the preceding spring.

If you lose your I.D., be sure to report the loss immediately to the Registrar and a replacement will be ordered for you.

Identification cards are non-transferrable (i.e., you can't lend yours to anyone else). If someone else is caught with your I.D., it will be taken away from that individual and an appropriate penalty will be levied against you and/or the person who has possession of your card.

In-State Residency

If you are originally an out-of-state student and you wish to declare Virginia residency (for obvious reasons), complete the necessary form in the Treasurer's Office.

Insurance

You are strongly urged to carry insurance on your personal belongings. Your parents may be able to attach a rider to their homeowners' policy, or you can probably find a special policy for individuals living in residence halls or apartments.

It is also advisable to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Service. The details of this plan are described in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses outside of the Student Health Service or by this policy which is available at a very nominal fee.

Loan Funds

The Office of Student Aid has two loan funds which are available to students. The first is a small cash loan fund; students who find that they are short of cash may borrow from \$10-\$15 for brief intervals of time. The other loan fund, the Emergency Loan Fund, allows students to borrow larger amounts of money, the exact amount to be determined by the Director of Student Aid on the basis of an application which the interested student must complete. The loan is interest-free and is usually good for a period of 30 days, although the time may be extended in exceptional

situations. If you are interested in either loan, contact Mr. Looney on third floor of James Blair Hall.

The Student Association also provides a loan and "bail-bond" fund for students. Call ext. 350 for further details.

Panhel has a loan fund which is available to any sorority member. Contact Ken Smith, ext. 557, for more information.

Lost and Found

The Campus Lost and Found is located at the Security Office. If you realize, however, that you have lost something very recently, you might check with the people in charge of the building in which the loss occurred. Otherwise, contact the Office of Security.

Mail Service

The Campus Post Office is located in the basement of Old Dominion Hall. Students may rent boxes at a cost of \$3/semester, \$5 for the nine-month academic year, or \$6 for the 12-month year. Students may also choose to receive their mail at the general delivery window at no cost, but be certain then that all mail is addressed to College Station--not general delivery. To obtain a mail box, pick up the appropriate form at the Campus Post Office; fill it out and pay the rental fee at the Treasurer's office; return the receipt and form to the Post Office and, as long as the supply holds out, you will be assigned a box.

The College Post Office does not sell stamps or handle outgoing mail. In addition, many types of mail (i.e., C.O.D., certified, etc.) are not handled by the campus station. All these services are available at the Post Office on Henry Street. The College will inform you of any packages or letters

which you need to pick up at the main Post Office.

(If you prefer, you may obtain a box at the main Post Office.)

Sample campus addresses are as follows:

Ms. Jane Doe
Box 350
College Station
Williamsburg, Virginia 23186
For general delivery:
Ms. Jane Doe
College Station
Williamsburg, Virginia 23186

Motor Vehicles

All students, both resident and commuting, who operate a motor vehicle on campus must register it with the Campus Security Police by the third day of classes. Registration must be completed at the Campus Security table during registration for classes or, thereafter, at the Campus Security Office. Any motor vehicle brought onto campus after the academic year begins must be registered at the Security Office. A uniform fee of \$5.00 is charged all individuals operating motor vehicles on campus. College regulations are applicable to all motor vehicles parked on College property.

Out-of-state students must have Virginia plates if (1) they live off-campus or (2) they work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.)

If you are an out-of-state student and not employed here in Virginia, you may drive on your home state's license for a period of six months; if you hold either a full or part-time job, your out-of-state license will be valid for a period of 60 days only. You can obtain a state car tag (cost \$15) and a

Virginia Drivers' License (fee: \$9) at the Division of Motor Vehicles, 147 Penniman Road. Further information may be obtained by calling 229-9674.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, are obtained at the Commissioner of Revenue's Office, located in the Courthouse at 321-45 Court Street, West (phone 229-1626). City regulations apply to all automobiles, regardless of the owners, parked on Jamestown or Richmond Roads.

Music Listening Rooms

Music listening facilities are available in the Campus Center and the Library. See the section on each for further details.

Newspapers and Magazines

If you wish to subscribe to a newspaper, you may do so immediately after registering for classes. During registration the lobby in William and Mary Hall is generally filled with organizational and special interest tables of all sorts. Several local newspapers, including the *Richmond Times-Dispatch*, *Richmond News-Leader*, *Daily Press*, and *Times Herald*, plus the *New York Times* and the *Washington Post*, have representatives with whom you can enter a subscription for the academic year. In addition, notices are posted in residence halls, the Campus Center, and academic buildings, telling you whom to contact for newspaper subscriptions; many notices also include a sign-up list. Delivery of newspapers is to your residence, and payment is generally arranged at a later date.

Magazines should be sent to your campus P.O. address. Many magazines offer special subscription rates to students. For further information, check the bulletin boards in the academic buildings and especially in the Campus Center.

Notary Services

Should you need to have anything notarized--such as absentee ballots--this service is provided free of charge to students. Contact Dean Moseley's secretary who is a Notary Public and will be glad to help you.

Off-Campus Housing

The College maintains an off-campus housing referral service to aid students in the search for apartments and rooms in the Williamsburg community. The service, located in the Office of Residence Hall Life, is available to all students on a non-discriminatory basis.

In addition, there are other sources of information on places available for rent, including the Campus Center "Personals" Bulletin Board where cards are posted regularly for available apartments and rooms, the classified sections, of the *William and Mary News*, the *Virginia Gazette*, and the *Daily Press*.

Parties

Any party at which alcoholic beverages will be served *must* be registered with and approved by the Director of Student Activities. The procedure for scheduling rooms is in the section by the same title.

Pianos

Pianos for student use are located in many of the residence halls. There are also pianos in Ewell Hall, though first priority for use is given to students enrolled in piano lessons at

the College. Some local churches allow students to use their pianos and organs for practice. CaMU can assist you in locating a church in which to practice.

Pots, Pans, Punch Bowls

Students may borrow pots, pans, punch bowls, coffee urns, and kitchen utensils from the Campus Center. Contact Mr. Greene at ext. 236 or Mr. Smith at ext. 557 for further information.

Printing; Copying; Xeroxing

The College Print Shop, located behind old Trinkle Hall, provides a variety of print services to members of the College community. Students and student organizations desiring print services must secure a form from the Print Shop which, in turn, must be signed by the Director of Student Activities. All services must be paid for in advance.

The Student Association provides an inexpensive mimeographing service for the College community. Hours of operation, costs, and any special considerations are posted in the S.A. office (Campus Center basement, ext. 350).

Xerox machines are located in the Campus Center, Bookstore (10 cents/pg.), Law Library, and the Library (5 cents/pg.). In addition, the Audio-Visual Department of the Library provides copy services.

Recognition of New Organizations

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, new organizations should see the Director of Student Activities in the Campus Center who will instruct you as to the procedures you should follow from that point. For general requirements,

see "Statement of Rights and Responsibilities," I.C.

Scheduling Rooms

Any officially recognized campus organization (i.e., the organization's constitution has been approved by the appropriate body) may use College facilities for the purpose of meetings, organizational events, and social functions. In order to obtain the use of any facility (or a room in any facility), an organizational representative must see the Director of Student Activities (in the Campus Center) and fill out the necessary form(s). Newly formed campus organizations may use campus facilities for the purpose of an organizational meeting; such a request should be made to the Director of Student Activities. Non-College organizations wishing to use campus facilities for any purpose must make a request *in writing* to the Campus Facilities Policy and Scheduling Committee--this can be done via the Director of Student Activities.

Normally, the use of College rooms on a regular or infrequent basis is without charge, except in those cases when *specific technical services* (i.e., wiring for sound, lighting, etc.) are required and such services must be provided by the Maintenance Department. The Director of Student Activities will be able to tell you what services may be necessary services. The Campus Center rents the Little Theatre (\$25/night) and the Ballroom (\$35/night) to College organizations sponsoring dances. Any organization which uses William and Mary Hall for a profit-making purpose must pay a rental fee of \$600/event or 10% of "the door". The non-profit use of the Hall by campus organizations is without charge.

Selective Service Registration

All male citizens are required to register for the draft at 18 years of age. Effective April 1, 1975, registration has been changed to a once-a-year procedure, the next being in January, 1976. Local newspapers and broadcasts will carry information of the new registration procedures.

Solicitation and Fund-Raising

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Director of Student Activities *prior* to the event. The Director is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as outlined in the section entitled *SCHEDULING ROOMS*.

Non-College functions sponsored in William and Mary Hall (i.e., concerts, circuses, etc.) are handled by the Committee on Campus Facilities Policy and Scheduling. Organizations or individuals who wish to solicit for charities, sell magazines, or engage in any activity which might loosely be termed

Student Activities Fee

Every full-time student at the College, both graduate and undergraduate, pays as part of Tuition and General Fees a \$16.00 Student Activities Fee annually. This fee, under the control of the Board of Student Affairs, is appropriated to many campus organizations on the basis of budget requests made to the B.S.A. Finance Committee. The Activities Fee subsidizes the student government associations, student publications, and those service organizations or activities that provide a unique function for the College and/or local community, such as Circle

K, Williamsburg Area Tutorial Service, and Black Culture Week.

Student Aid and Employment

Financial aid in the form of grants and loans is available on a limited basis to William and Mary students. In addition, there are assistantships, fellowships, and scholarships for graduate students. For the most part, assistance is awarded on the basis of need, although a few awards for academic achievement are given annually. For complete information, contact the Student Aid Office or the department in which you are doing graduate work.

In addition to student aid, the College participates in a work-study program through which students can help defray some of their educational costs by part-time employment (usually from 10-15 hours/week) during the academic year. Students seeking employment, either on or off-campus, should stop by the Office of Student Aid.

The positions of R.A.'s (Resident Assistants), available to undergraduate students, and G.R.A.'s (Graduate Resident Advisors), available to graduate students, are salaried. For further information or applications, see Deans Morgan and Cornette in the Office of Residence Hall Life.

Graduate students receiving assistantships are paid semi-monthly, on the 1st and 16th, through the Payroll Office. Assistants should be certain to show their Social Security cards at the Payroll Office by September 1 to avoid delaying their initial paychecks. Scholarships and fellowships are paid through the Treasurer's Office. See the staff in Student Accounts. All students salaried through the Student Aid Office may pick up their checks on the

10th of each month in the Treasurer's Office.

Switchboard

The College Switchboard, located on the first floor of James Blair Hall, is operated 24 hours/day. Between the hours of 11 p.m. and 7 a.m., the Switchboard does not accept calls from outside the campus, but on-campus calls can still be made. Phones in the residence halls can be used only for inter-College calls (i.e., only for College extensions), but in-coming calls to the Switchboard are put through to campus phones by the operator.

You may wish to call the Switchboard Operator, ext. 367, for information assistance (*only* for College numbers) or in the case of emergencies. However, as much as possible, use the Student Directory which contains most of the numbers you'll need.

Telephones

If your campus organization wishes to obtain a campus phone, file a request with Dean Sadler or Ken Smith.

Athletic Ticket and Box Office

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend College-sponsored events at no additional cost. At registration and validation, you will receive a season's pass **nontransferable** which will admit you to all on-campus athletic events sponsored by William and Mary.

Season football tickets for members of your family or friends may be purchased at the Box Office in Cary Stadium. Special discount "date" tickets may also be purchased at the Box Office during the week prior to

the game (date tickets are *not* sold on the day of the game). The Box Office for basketball is located in William and Mary, and information about basketball tickets may be obtained *prior* to the beginning of the season by calling 229-3396.

Typing

If you need a *typewriter*, the Campus has some which you may use.

If you need a *typist*, check the bulletin boards in the Campus Center, academic buildings, and residence halls. Typists often post "services available" notices on those boards.

Veteran Affairs

For those among us who are veterans, the College maintains an Office of Veteran Affairs on the second floor of James Blair Hall. For details about veteran benefits and related matters, go by the office to see the Director, Mr. John Bright, or call ext. 515.

Voter Registration

Students wishing to register to vote in the City of Williamsburg should see Ms. Georgia Gordan, 1005 Richmond Road, between the hours of 7:30 and 4:30, Monday-Friday (phone: 220-0077). James City County residents should see Ms. Judy Trautman (229-3355) in Room 17 of the Williamsburg-James City County Courthouse, from 9-12 noon and 1-5 p.m., Monday-Friday.

For absentee ballots, contact the registrar in your voting district. Ms. Presson in Dean Moseley's office will notarize absentee ballots free of charge.

Security and Other Related Matters

Campus Security Police: The William and Mary Campus Police patrol the campus 24 hours/day, 7

days/week and are available to students in case of any emergency. They are also responsible for investigating assaults, thefts, disturbances, acts of vandalism, and any other security problems on campus. Their office is located adjacent to and south of Taliaferro Hall behind the Campus Center.

Developing security consciousness in the student body is an important objective of the Director of Campus Security. "Security consciousness" means acting in a responsible manner, avoiding any potentially or actually dangerous situations. For further information about personal security, check the brochure, *Safety and Security Guide*.

The phone numbers for Campus Security are exts. 550, 596, 597, or 229-2775.

ESCORT: Walking around alone at night isn't safe! William and Mary's idyllic setting doesn't exactly breed rappers, muggers, and thieves, but there are some security problems and several women and men have been attacked on campus in recent years. The best protection is discretion: don't place yourself in situations that may be dangerous.

Because students are people and because we can't always do all the things we need to do during daylight hours, we sometimes need to walk somewhere at night. However, you don't need to walk alone. **ESCORT**, a student-organized, student-operated service, provides escorts for students travelling anywhere on or off campus at night. You are *strongly* encouraged to use **ESCORT**-simply call ext. 550, 596, or 597; or 229-2775.

Escort relies exclusively on student volunteers who work one three-hour shift per week, sometime between the hours of 7 p.m. and 4 a.m. If you are

interested in working with **ESCORT**, stop by the office of the Director of Safety and Security.

Supersound: Sometimes, you only need to frighten an attacker away. This can often be accomplished by screaming--unless your voice dies, which it probably will if someone's hand is over your mouth. **SUPERSOUND**, a screechingly loud sentinel alarm, serves as a signal for help when you're approached or attacked. Campus Police will respond immediately to a "supersound" alarm, as will **ESCORT** workers and many other students. You may *purchase a SUPERSOUND* in the Security Office. Remember, **SUPERSOUND** is an effective alarm but not a weapon--don't rely on it solely for protection.

NOTE: Any willful use of the sentinel alarm for other than emergency situations is prohibited.

Travel Service

Patrick Henry Airport, located 15 miles southeast of Williamsburg off Route 143 and Interstate 64, services Williamsburg with daily flights by Allegheny, 877-9205; National, 877-0201; Piedmont, 887-3212; and United Airlines, 877-6431. Regular limousine service is offered between Patrick Henry and Williamsburg. For information on flight pick-up times and reservations call 877-0279. Williamsburg also has a general aviation airport, the Williamsburg-Jamestown Airport, located at 100 Marclay Road, 229-9256, only 3 miles from downtown Williamsburg, with a 3200 foot paved runway.

Bus service to Williamsburg is provided by Greyhound Bus Lines; Trailways services Richmond and Norfolk, connecting with Greyhound

to Williamsburg. The Greyhound Terminal is located in the C&O Train Station at the end of North Boundary Street. For information, call 229-1460.

Williamsburg is located on the main line of the Chesapeake and Ohio Railroad (AMTRAK) with connections

north and south at Richmond. For schedules and rates, call toll-free 800-523-5720.

Transportation within the city and surrounding communities is supplied by Crow's Taxi Service, 229-3999, and the Jitney Cab Company, 220-0300.



SUGGESTIONS FOR LIVING AT W&M

CLOTHING:

Women's:

Binn's	Merchant Square	229-3391
Scotland House	Merchant Square	229-7800
PS Ltd	759 Scotland Street	220-2821
Brindle's Ltd.	Rt. 143	220-1001
Casey's	Merchant Square	229-2311
Sidney's	Williamsburg Shopping Center	220-2190
Southern	Williamsburg Shopping Center	229-3921
The Owl and the Pussycat	Williamsburg Shopping Center	229-2140

Men's:

A & N Store	Monticello Shopping Center	229-2450
Beecroft & Bull, Ltd.	Merchant Square	229-7887
Casey's	Merchant Square	229-2311
Frazier-Graves, Inc.	Merchant Square	229-1591
Scotland-House, Ltd.	Merchant Square	229-7800
Cole & Scott	Monticello Shopping Center	229-7708
Southern	Williamsburg Shopping Center	229-3921

The list includes only those shops within convenient walking distance. Others are located in neighboring shopping centers in the Tidewater area.

SHOE SHOPS:

Shoes can be purchased at most of the above places. In addition, Adams Shoe Store is located in the Williamsburg Shopping Center.

SHOE REPAIR:

College Shoe Shop	517-A Prince George	229-8335
Williamsburg Shoe Repair	435 Prince George	229-9175

LAUNDRY AND DRY-CLEANING:

Master Cleaners	1317 Richmond Rd.	229-6556
Rodgers Quality Cleaners	519 Prince George	229-1881
	Rt. 143	229-9194
Town & Country Cleaners	Rt. 143	229-4990
Berkeley Cleaners	1208 Jamestown Rd.	229-7755
Parker's Dry Cleaners	1800 Pocahontas Trail	229-4401

Self-Service:

Colony Launderette	124 2d St.	229-8305
Community Launderette	226 Monticello	229-8308
Koretizing Cleaners	Lafayette & Bacon	229-2227
Laundercenter	Williamsburg Shopping Center	229-8329

CURTAINS, SHEETS, BEDSPREADS, TOWELS:

Casey's	Merchant Square	229-2311
Grant's	James-York Plaza	229-0786
Woolco	Williamsburg Shopping Center	229-4141
Williamsburg Department Store	Williamsburg Shopping Center	229-3921
Sears (Catalog Sales)	Monticello Shopping Center	229-0600

REFRIGERATORS, FANS, HOT PLATES, BROILERS:

Sears, Roebuck & Co.	Monticello Shopping Center	229-0600
Neese Appliance Co.	800 Merrimac Trail	229-3484
Goodyear Tire and Rubber Co.	1501 Richmond Rd.	229-5515
Quesinberry T.V. & Appliance	Iron Bound Rd.	229-2666
Southern States	Rt. 60, By Pass Rd.	229-3427
Western Auto Associate	James York Plaza	229-3541

HARDWARE:

Better Buy Builder's Supply	Iron Bound Rd.	229-6311
Peninsula Hardware	Williamsburg Shopping Center	229-2293
Western Auto	James York Plaza	229-3541
Williamsburg Hardware	By Pass & Penniman Rd.	229-3691

ARTS AND CRAFTS: ARTISTS' SUPPLIES:

Williamsburg Decorators	157 Second St.	229-4572
Wornom's Arts and Crafts	Williamsburg Shopping Center	229-7228

T.V., RADIO:

Goodyear Tire and Rubber Co.	1501 Richmond Rd.	229-5515
Martin's TV Service	613 Queens Creek Rd.	229-3798
Neese Appliance Co.	800 Merrimac Trail	229-3484
Jones Electronics	537 2nd St.	229-3593
Western Auto	James York Plaza	229-3541
Williamsburg Electronics	99 Mooretown Road	220-1290
Furniture Fair of Wmsbg	437 2nd St.	229-3593
Radio Shack	James York Plaza	229-4157
Plaza Music Center	James-York Plaza	229-3309

TELEVISION RENTAL:

Action Rental & Repair	Iron Bound Rd.	229-0185
Jones Electronics	537 2nd St.	229-3593
Seven-Eleven Stores	Jamestown Road	229-8479
	Richmond Road	229-9023
	Route 143	229-8443

ALBUMS:

Band Box	517-B Prince George	229-8882
Plaza Music Center	James-York Plaza	229-3309

In addition, you may purchase albums from department stores and dime stores in James York Plaza, Monticello, and Williamsburg Shopping Centers.

There are stores in James York Plaza at which you may purchase sheet music and books and purchase or rent musical instruments.

BIKES: PURCHASE AND REPAIR:

Bikes Unlimited	James York Plaza	229-4620
Freewheeler Bike Shop	1321-A Richmond Rd.	229-5234
Western Auto	James York Plaza	229-3541
Sears, Roebuck, & Co.	Monticello Shopping Center	229-0600

Again, if you can, you should visit the malls and shops in the surrounding areas.

MOTORCYCLE: PURCHASE AND REPAIR:

Import Motors, Inc.	315 York St.	220-1100
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AUTOMOBILES: PURCHASE AND REPAIR:

Harman Oldsmobile-Cadillac	Second St.	229-4451
J & T Body Shop	Rt. 614	229-5135
Patriot Chevrolet-Buick	212 2nd St.	220-1700
Person Ford	Rt. 162	229-2411
Pittman Chrysler Plymouth-Dodge	1440 Richmond Rd.	229-1050
Colony Motors	Page & 2nd St.	229-3321

Used cars: Blanton's	110 Penniman Rd.	229-8239
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AUTOMOBILE RENTING AND LEASING:

Avis Rent A Car	1305 Richmond Rd.	229-3638
Person Ford, Inc.	Rt. 162	229-0411
Hertz Rent A Car	1600 Richmond Rd.	229-5115
National Car Rental	1545 Richmond Rd.	220-0800
Pittman	1440 Richmond Rd.	229-1050
United Virginia Bank	Merchants Square	229-2000

FLORISTS:

Claude Jones Florist	1300 Garrison Dr.	229-3802
Schmidt Florist	1317-D Richmond Rd.	229-1665
Suburban Flower Shop	Duke of Gloucester St.	229-5667
Paradise Plants	611 Queen's Creek Rd.	229-1523
	James-York Plaza	229-9844

TYPEWRITERS: PURCHASE, REPAIR:

Colonial Typewriters	601 Prince George	229-5818
J & L Office Machines	2229 Richmond Rd.	220-0458
Saunders Office Equipment	102 Bacon	229-8224

TYPING SERVICE:

Typing Service Agency	913 Jackson Dr.	887-2525
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BANKS:

Dominion National Bank	783 Merrimac Trail	220-1220
First & Merchants' National	1801 Richmond Rd.	874-1911
First Virginia	300 Second St.	220-0118
Old Colony Bank & Trust	1310 Jamestown Rd.	220-1607
Tidewater Bank & Trust	1006 Richmond Rd.	220-1111
United Virginia	Duke of Gloucester St.	229-2000
	Monticello Shopping Center	229-2000
	James York Plaza	229-2000
	Prince George & N. Henry St.	229-2000
Williamsburg National	306 S. Henry	229-7700

TRAVEL AGENCIES:

Williamsburg Travel Office	443 Prince George St.	229-3031
Colony Travel Agency	424 Duke of Gloucester St.	229-8684

EMPLOYMENT AGENCIES:

Virginia Employment Comm.	1301 North Mt. Vernon Avenue	229-1426
Colonial Williamsburg	Goodwin Building, N. Henry	229-1000

CHAMBER OF COMMERCE:

You may obtain pamphlets, maps, and community service information at no cost at the Chamber of Commerce, located in the parking area on S. Henry and Francis, open from 9:00 a.m. to 5:30 p.m., Monday-Friday. 229-6511

NEWSPAPERS:

Local newspapers and the Washington Post, Star, and New York Times can be obtained at the pharmacies, Drug Fair, Roses, Book n' Card Shops, several restaurants, and the Campus Center Desk.

RADIO STATIONS:**AM Stations:**

WCMS	1050
WCPF	1600
WGH	1310
WKLX	1350
WLPM	1450
WMBG	740
WNOR	1230
WPMH	1010
WTAR	790
WTID	1270
WVEC	1190
WWOC	1100

FM Stations:

WBCI	96.5
WCMS	100.5
WCWM	89.1
WFOG	92.9
WGH	97.3
WHOV	88.3
WNOR	98.7
WOWI	103
WQRK	104.5
WTAR	95.7
WVEC	101.3
WXRI	105.3
WYCS	91.5
WYFI	99.7

TELEVISION STATIONS:

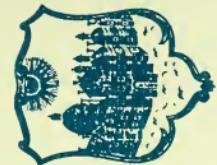
CBS	Channel 3 and 6
NBC	Channel 10 and 12
ABC	Channel 8 and 13
UHF	Channel 15 & 27

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THE COLLEGE CAMPUS

KEY FOR STUDENTS

1. Wren Building
2. Brafferton (Administrative Offices)
3. President's House
4. Ewell: President's Office, Admissions, Music
5. Dep't Washington: Anthro and Modern Languages
6. James Blair: administration, Student Affairs
7. Old Chemistry Building (formerly Rogers Hall)
8. Marshall-Wythe School of Law
9. Monroe: men's residence
10. Blow: men's P.E., ROTC
11. Old Dominion: men's residence
12. Bryan Complex: co-residential residence
13. Cary Field: football and track
14. Fraternity Complex: frats, Asia House
15. Hunt: men's residence
16. Tyler Hall: men's residence
17. Landrum: women's residence
18. Brown Hall: women's residence
19. Sorority Court
20. Barrett: women's residence
21. PBK Hall: Theatre, speech, radio
22. Andrews Hall: Fine Arts
23. Taliaferro: men's residence
24. Lodges: residence, office, classrooms
25. Yates: men's residence
26. Williams and Mary Hall
27. King Student Health Center
28. Campus Center
29. duPont: women's residence
30. Bookstore
31. Trinkle: printing and warehouse
32. Commons: dining hall
33. Rogers: Chemistry
34. Alumni House
35. Morton: Social Sciences, Religion, Classics.
36. Botetourt: residence, experimental programs
37. Swem Library, Early American Institute
38. Small: Physics, Geology
39. Jones: Math, Philosophy, Education, Business
40. 41. 42. 43.

